MLI -101

MCQ SERIES

For UGC NET/ KVS/NVS/ISRO/NCERT

Based on IGNOU MLIS Syllabus



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UNIT 1: DATA, INFORMATION AND KNOWLEDGE: INTELLECTUAL ASSETS

Q1. What is the correct ascending order of value in the hierarchy of data, information, and knowledge?

a) **Knowledge, Information, Data**
b) **Data, Information, Knowledge**
c) **Information, Data, Knowledge**
d) **Knowledge, Data, Information**

Answer: b) **Data, Information, Knowledge**

Explanation: Data represents raw, unprocessed facts. Information is derived from processing data, while knowledge is an organized set of information that allows reasoning or judgment. Thus, data is the building block for information, and information is the building block for knowledge.

Q2. In the example of cotton, yarn, and cloth, what does "cloth" represent in the context of data, information, and knowledge?

a) **Data**
b) **Information**
c) **Knowledge**
d) **Wisdom**

Answer: b) **Information**

Explanation: In the analogy, cotton represents data (raw material), yarn represents processed data (information), and cloth (finished product) represents information that can be further organized into knowledge.

Q3. Which of the following best describes knowledge?

a) **A collection of raw facts**
b) **Processed data with context**
c) **An organized set of statements with reasoned judgment**
d) **A record of daily transactions**

Answer: c) **An organized set of statements with reasoned judgment**

Explanation: Knowledge is more than just processed data or facts. It is an organized and reasoned judgment derived from information and is often used in teaching, learning, and research.

Q4. What role does information play between data and knowledge?

a) **Information is a form of raw data**
b) **Information is the result of knowledge processing**
c) **Information acts as the intermediary between data and knowledge**
d) **Information is unrelated to data and knowledge**

Answer: c) **Information acts as the intermediary between data and knowledge**

Explanation: Information is derived from the processing of data and serves as the building block that leads to the creation of knowledge. It transforms raw data into meaningful context, which can be further organized into knowledge.

Q5. According to Fritz Machlup, how is info knowledge scribed in comparison to knowledge?

a) **Information is a stock, while knowledge is a flow**
b) **Information is fragmented, while knowledge is structured**
c) **Information is always useful, while knowledge is not**
d) **Information is timeless, while knowledge is transitory**

Answer: b) **Information is fragmented, while knowledge is structured**

Explanation: Fritz Machlup emphasizes that information is piecemeal, fragmented, and transitory, while knowledge is structured, coherent, and often has enduring significance. Information flows, while knowledge is a stock resulting from accumulated information.

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Q6. What is the key difference between information and knowledge as per the explanation?

a) **Information is about future events, while knowledge deals with past events**
b) **Information is acquired through teaching, while knowledge is inherited**
c) **Information is timely and transitory, while knowledge is enduring and structured**
d) **Information is always correct, while knowledge can be wrong**

Answer: c) **Information is timely and transitory, while knowledge is enduring and structured**

Explanation: Information is often seen as timely and short-lived, while knowledge tends to be more structured, coherent, and of enduring significance. Information serves as input to build knowledge over time.

Q7. Which of the following statements best defines wisdom in the context of knowledge?

a) **Wisdom is a collection of facts and data**
b) **Wisdom is a trait acquired through knowledge, experience, and judgement**
c) **Wisdom is the ability to memorize information quickly**
d) **Wisdom is a flow of messages accumulated over time**

Answer: b) **Wisdom is a trait acquired through knowledge, experience, and judgement**

Explanation: Wisdom is described as a personal trait that is gained through the acquisition of sound knowledge and virtues over time, combined with experience and judgement. It allows individuals to make better decisions by foreseeing future consequences.

Q8. How does knowledge contribute to the process of decision-making, ?

a) **By providing detailed reports and statistics**
b) **By offering theories and conceptual frameworks for understanding relationships**
c) **By supplying contemporary news and updates**
d) **By presenting a flow of fragmented facts**

Answer: b) **By offering theories and conceptual frameworks for understanding relationships**

Explanation: Knowledge involves forming connections between data and information, which can result in theories or frameworks that aid in understanding and decision-making. It allows individuals to see the broader context and make informed choices based on accumulated knowledge.

Q9. What is the primary factor in determining the type of services a library or information center should offer?

a) **The available budget of the library**
b) **The personal preferences of the library staff**
c) **The information needs of the users**
d) **The collection size of the library**

Answer: c) **The information needs of the users**

Explanation: Libraries and information centers build collections and offer services primarily to meet the information needs of their users, which often depends on the parent organization's activities and objectives.

Q10. Which of the following is NOT one of the four typical areas where libraries handle data, information, and knowledge?

a) **Education, training, and research**
b) **Mass communication**
c) **Healthcare services**
d) **Business and industry**

Answer: c) **Healthcare services**

Explanation: The four typical areas mentioned where libraries handle data, information, and knowledge include education, government affairs, business and industry, and mass communication. Healthcare services are not specifically mentioned.

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Q11. How do libraries organize data, information, and knowledge ?

a) **By focusing on specific types of collections only**
b) **By handling a broad canvas of data, information, and knowledge across multiple areas**
c) **By prioritizing only data and excluding knowledge**
d) **By categorizing resources based on popular demand**

Answer: b) **By handling a broad canvas of data, information, and knowledge across multiple areas**

Explanation: Libraries and information centers organize services across a wide range of data, information, and knowledge relevant to different fields such as education, government, business, and mass communication.

Q12. , how are data, information, and knowledge in libraries related to one another?

a) **They are mutually exclusive and cannot be used together**
b) **They are independent but can be useful in multiple contexts**
c) **They are only relevant within specific areas of study**
d) **They must always be used in a particular order**

Answer: b) **They are independent but can be useful in multiple contexts**

Explanation: The data, information, and knowledge are not mutually exclusive and can be applied in various contexts depending on the needs of the users and the nature of the information being sought.

UNIT 2 DATA: DEFINITION, TYPES, NATURE, PROPERTIES AND SCOPE

Q13. According to Webster's Third New International Dictionary, how is data defined?

a) **A representation of knowledge**
b) **Something given or admitted; facts or principles presented**
c) **A collection of numerical values from scientific experiments**
d) **An essential part of scientific interpretation**

Answer: b) **Something given or admitted; facts or principles presented**

Explanation: Webster's Dictionary defines data as something given or admitted, including facts or principles presented as the basis for inference or construction of any system.

Q14. What does UNESCO's definition of data emphasize?

a) **Data as numerical values derived from experiments**
b) **Data as concepts or instructions suitable for communication, interpretation, or processing**
c) **Data as a collection of qualitative observations**
d) **Data as symbolic representation of knowledge**

Answer: b) **Data as concepts or instructions suitable for communication, interpretation, or processing**

Explanation: UNESCO defines data as facts, concepts, or instructions that are formalized in a manner suitable for communication, interpretation, or processing by human or automated means.

Q15. What are the two essential attributes of data, according to CODATA's definition?

a) **Clarity and flexibility**
b) **Accuracy and clarity**
c) **Complexity and coherence**
d) **Interpretation and calculation**

Answer: b) **Accuracy and clarity**

Explanation: CODATA defines data as the crystallized presentation of the essence of scientific knowledge. Two essential attributes highlighted are clarity and accuracy.

Q16. How does data differ in the humanities compared to the sciences ?

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a) **In the humanities, data is fixed and finite, while in the sciences, it is constantly expanding**
b) **In the sciences, data is qualitative, while in the humanities, it is quantitative**
c) **Data in the humanities is easier to interpret than in the sciences**
d) **Data in the humanities comes only from written texts, while in the sciences, it comes from experiments**

Answer: a) **In the humanities, data is fixed and finite, while in the sciences, it is constantly expanding**

Explanation: In the humanities, data is often a fixed and finite quantity of text, such as Biblical materials or Shakespearean dramas, whereas in the sciences, data is constantly expanding through scientific experiments and observations.

Q17. How does the CODATA Task Group categorize time-independent data?

a) **Data that can only be measured once**
b) **Data dependent on the location of objects measured**
c) **Data that can be measured repeatedly**
d) **Data generated through theoretical calculations**

Answer: c) **Data that can be measured repeatedly**

Explanation: Time-independent data refers to data that can be measured repeatedly, such as geological structures or fixed stars, which do not change over time.

Q18. Which of the following is an example of time-dependent data?

a) **Data on pure physics and chemistry**
b) **Data related to fixed stars**
c) **Data on volcanic eruptions**
d) **Data derived from theoretical models**

Answer: c) **Data on volcanic eruptions**

Explanation: Time-dependent data can only be measured once, such as volcanic eruptions or rare geophysical phenomena, which occur at specific moments in time.

Q19. What are location-independent data?

a) **Data that is dependent on the geographical location of objects**
b) **Data that is independent of the location where the objects are measured**
c) **Data that can be measured repeatedly over time**
d) **Data used for theoretical calculations**

Answer: b) **Data that is independent of the location where the objects are measured**

Explanation: Location-independent data refers to data that does not depend on the location of the objects measured, such as data in pure physics or chemistry.

Q20. How are derived (reformatted) data classified in the context of data generation?

a) **Data obtained directly from experiments or observations**
b) **Data derived by combining primary data with a theoretical model**
c) **Data predicted using theoretical calculations**
d) **Data that is time- and location-independent**

Answer: b) **Data derived by combining primary data with a theoretical model**

Explanation: Derived (reformatted) data are obtained by combining several primary data with the help of a theoretical model, such as using multiple measurements to generate new data points.

More info:

Type of Data	Category	Description
Data with reference to time factor	Time-independent data	Data measured repeatedly, e.g., geological structures, rocks, fixed stars.
	Time-dependent data	Data measured only once, e.g., volcanic

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		eruptions, solar flares, rare fossils.
Data with reference to location factors	Location-independent data	Data independent of location, e.g., data on pure physics and chemistry.
	Location-dependent data	Data dependent on the location of objects, e.g., data on rocks, earth sciences, and astronomy.
Data with reference to mode of generation	Primary data	Data obtained by experiment or observation, e.g., values of velocity.
	Derived (reformatted) data	Data derived by combining several primary data with a theoretical model.
	Theoretical (predicted) data	Data derived by theoretical calculations, e.g., solar eclipse predictions.
Data with reference to nature of quantitative values	Determinable data	Data with a definite value under given conditions, usually time dependent.
	Stochastic data	Data with fluctuating values from one sample or measurement to another, e.g., most geosciences data.
Data with reference to terms of expression	Quantitative data	Data expressed in well-defined units and numerical values, e.g., most data in physical sciences.
	Semi-quantitative data	Data based on 'Yes' or 'No' responses, often coded as '1' and '0', e.g., classification of organisms in biology.
	Qualitative data	Data expressed in definitive statements, nearly equivalent to established knowledge.
Data with reference to mode of presentation	Numerical data	Data presented in numerical values, e.g., quantitative data.
	Graphic data	Data presented in graphic form, charts, or maps.
	Symbolic data	Data presented symbolically, e.g., weather data symbols.

More info: types of data in social sciences:

Type of Data	Category	Description
Data with reference to scale of measurement	Nominal data	Data used for assigning numbers as identification without implying any order, e.g., classification of journals by discipline.
	Ordinal data	Data showing ordered or graded relationships among observations, e.g., rankings of library staff performance as poor, average, good, excellent.
	Interval data	Data with meaningful intervals between values, but no true zero point, e.g., IQ measurements grouped in intervals (10-20, 20-30).

	Ratio data	Data with quantitative measurements that include a true zero point, allowing for comparisons such as "twice as much," e.g., weight, distance, price.

Q21. What is nominal data in the context of social sciences?

a) **Data that indicates the rank or order of categories**
b) **Data used for assigning numbers as identification of individual units**
c) **Data that measures the quantitative magnitude of variables**
d) **Data that shows the difference between categories but not the exact amount**

Answer: b) **Data used for assigning numbers as identification of individual units**

Explanation: Nominal data assigns numbers for identification purposes, such as classifying journals by discipline. The numbers represent only the name of the category without indicating any order.

Q22. How are ordinal data characterized?

a) **Data that measures exact amounts of difference between categories**
b) **Data that assigns numbers without implying any order**
c) **Data that indicates ordered or graded relationships among observations**
d) **Data that measures quantitative variables in terms of magnitude**

Answer: c) **Data that indicates ordered or graded relationships among observations**

Explanation: Ordinal data indicate a ranked relationship among categories, showing the direction of the difference but not the exact amount, like assigning ranks to different levels of library staff responsiveness.

Q23. In which type of data does zero not imply the absence of the variable?

a) **Nominal data**
b) **Ordinal data**
c) **Interval data**
d) **Ratio data**

Answer: c) **Interval data**

Explanation: In interval data, zero does not indicate the absence of the variable. For instance, in measuring IQ, a value of 0 does not mean the absence of intelligence, and the intervals between data points are meaningful.

Q24. What is a characteristic of ratio data in social sciences?

a) **It assigns numbers for identification without any order**
b) **It shows the direction of the difference but not the exact amount**
c) **It allows for quantitative measurement where one value can be expressed as a multiple of another**
d) **It uses intervals between categories without implying a starting point**

Answer: c) **It allows for quantitative measurement where one value can be expressed as a multiple of another**

Explanation: Ratio data involve quantitative measurements with a true zero point, allowing for comparisons such as one item being twice as much as another, like in measurements of weight or price.

Q25. What characterizes continuous data?

a) **Data with a finite or countable set of values**
b) **Data that can take an infinite number of possible values within a range**
c) **Data that includes a fixed number of**

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observations
d) **Data with values limited to whole numbers only**

Answer: b) **Data that can take an infinite number of possible values within a range**

Explanation: Continuous data can have an infinite number of values between any two points. For example, height can be 155.59 cm or 155.99 cm, reflecting continuous variation.

Q26. What is an example of discrete data?

a) **Height measurements of individuals**
b) **The number of vehicles registered in a city**
c) **Temperature readings over a day**
d) **Time series data on library book additions**

Answer: b) **The number of vehicles registered in a city**

Explanation: Discrete data consists of countable, finite values. The number of registered vehicles is an example because it is counted in whole numbers.

Q27. Which type of data involves observing only one characteristic?

a) **Multivariate data**
b) **Bivariate data**
c) **Univariate data**
d) **Time series data**

Answer: c) **Univariate data**

Explanation: Univariate data involves observations based on a single characteristic, such as student performance in a class.

Q28. What distinguishes time series data from cross-sectional data?

a) **Time series data is collected at a single point in time, while cross-sectional data is recorded across multiple time points**
b) **Cross-sectional data is recorded in chronological order, while time series data is gathered for different units at one time**
c) **Time series data is recorded across multiple time points, while cross-sectional data is collected for different units at a single point in time**
d) **Cross-sectional data includes observations on multiple characteristics, while time series data focuses on one characteristic**

Answer: c) **Time series data is recorded across multiple time points, while cross-sectional data is collected for different units at a single point in time**

Explanation: Time series data tracks changes over time, such as monthly production rates, while cross-sectional data provides a snapshot at a particular time, such as data from different regions or groups at one point in time.

More info:

Type of Data	Category	Description
Data with reference to origin	Continuous data	Data collected firsthand through direct observation, counting, measurement, interviews, or questionnaires, e.g., market survey data.
	Secondary data	Data initially collected for one purpose but used later for another, e.g., data from census reports, books, or monographs.
Data with reference to characteristic	Quantitative data	Data resulting from measuring the magnitude of characteristics, e.g., age, price, income.

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	Qualitative data	Data based on qualities or attributes rather than numerical measures, e.g., sex, color, intelligence.

This table categorizes data based on their origin and characteristic, providing a clear distinction between different types of data.

Q29. What distinguishes primary data from secondary data?

a) **Primary data is obtained through direct observation or measurement, while secondary data is collected from previously published sources**
b) **Secondary data is gathered from direct interviews or observations, while primary data is collected through books and reports**
c) **Primary data is used for general analysis, while secondary data is specific to individual studies**
d) **Secondary data includes real-time data collection, while primary data consists of historical data**

Answer: a) **Primary data is obtained through direct observation or measurement, while secondary data is collected from previously published sources**

Explanation: Primary data is collected directly from original sources through methods such as interviews or surveys, whereas secondary data refers to information that was originally collected for other purposes and later reused, such as data from reports or census.

Q30. What type of data results from measuring the magnitude of characteristics?

a) **Qualitative data**
b) **Quantitative data**
c) **Secondary data**
d) **Primary data**

Answer: b) **Quantitative data**

Explanation: Quantitative data involves measurements of numerical values, such as age, income, or price, which quantify the magnitude of the observed characteristics.

Q31. Which type of data is characterized by qualities or attributes rather than measurements?

a) **Quantitative data**
b) **Primary data**
c) **Secondary data**
d) **Qualitative data**

Answer: d) **Qualitative data**

Explanation: Qualitative data refers to non-numeric attributes or qualities, such as the color of a person's eyes or their level of intelligence, rather than measurable quantities.

Q32. How are numerical data generally characterized in the sciences?

a) **Numerical data are always qualitative and descriptive**
b) **Numerical data are derived from measurement and are stated in numerical values**
c) **Numerical data are used exclusively for graphic representation**
d) **Numerical data include only qualitative statements**

Answer: b) **Numerical data are derived from measurement and are stated in numerical values**

Explanation: In sciences, numerical data are obtained through measurements and are expressed in numerical terms. This includes data that is quantitative and can be represented with numbers.

Q33. What type of data is typically expressed in terms of definitive statements about objects in the sciences?

a) **Numerical data**
b) **Descriptive data**
c) **Graphic data**
d) **Symbolic data**

Answer: b) **Descriptive data**

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Explanation: Descriptive data in the sciences involves qualitative statements about objects, providing detailed descriptions rather than numerical values. These statements describe the characteristics or attributes of the objects being studied.

Q34. What distinguishes enumerative data from descriptive data in the social sciences?

a) **Enumerative data are derived by statistical techniques, while descriptive data involve qualitative statements**
b) **Descriptive data are always quantitative, while enumerative data are qualitative**
c) **Enumerative data are less refined than descriptive data**
d) **Descriptive data are derived by counting and measurement, while enumerative data are qualitative**

Answer: a) **Enumerative data are derived by statistical techniques, while descriptive data involve qualitative statements**

Explanation: In social sciences, enumerative data involves counting and are often refined using statistical techniques to make them more meaningful. Descriptive data provide qualitative statements about phenomena and can be converted into numerical data if needed.

Q35. In the context of library science, how are bibliographic and non-bibliographic data differentiated?

a) **Bibliographic data are descriptive, while non-bibliographic data are enumerative**
b) **Bibliographic data are used for management purposes, while non-bibliographic data are for cataloguing**
c) **Bibliographic data include quantitative measurements, while non-bibliographic data are qualitative**
d) **Bibliographic data are used exclusively for statistical analysis, while non-bibliographic data are not**

Answer: a) **Bibliographic data are descriptive, while non-bibliographic data are enumerative**

Explanation: In library science, bibliographic data involves descriptive information such as cataloguing and indexing. Non-bibliographic data, such as books acquired or lent, and visitor statistics, are enumerative and pertain to management aspects of the library.

Q36. What does "amenability of use" refer to in the context of data properties?

a) **Data should be clear and easy to understand**
b) **Data should be accurate and real**
c) **Data should be practical and useful for decision-making**
d) **Data should be compressed and refined**

Answer: c) **Data should be practical and useful for decision-making**

Explanation: Amenability of use means that data should be practical and useful for making decisions. Data that cannot be used effectively do not serve their intended purpose.

Q37. According to the CODATA definition, what is the significance of clarity in data?

a) **Data should be accurate and real**
b) **Data should be presented in a detailed manner**
c) **Data should clearly communicate the essence of the matter**
d) **Data should be aggregated and refined**

Answer: c) **Data should clearly communicate the essence of the matter**

Explanation: Clarity is crucial for data because it ensures that the data effectively communicates the core meaning and purpose. Without clarity, the intended message of the data may not be understood.

Q38. Why is accuracy considered an essential property of data?

a) **It allows data to be compressed and refined**
b) **It ensures data can be easily aggregated**

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c) **It provides a basis for drawing valid conclusions**
d) **It makes data visually appealing**

Answer: c) **It provides a basis for drawing valid conclusions**

Explanation: Accuracy is essential because it ensures that the data is real, complete, and correct. Accurate data is necessary for making valid and reliable conclusions.

Q39. How does "compression" of data contribute to its usefulness?

a) **It adds more details to the data**
b) **It makes large amounts of data more manageable and quickly understandable**
c) **It enhances the accuracy of the data**
d) **It allows data to be presented in a graphical form**

Answer: b) **It makes large amounts of data more manageable and quickly understandable**

Explanation: Compression helps to distill large volumes of data into a more digestible form, making it easier to understand and use effectively.

Q40. What is meant by "refinement" of data?

a) **The process of compressing data for easier use**
b) **The collection of data from various sources**
c) **The processing of data to lead to conclusions or new insights**
d) **The aggregation of data into larger datasets**

Answer: c) **The processing of data to lead to conclusions or new insights**

Explanation: Refinement involves processing data to reveal insights or draw conclusions. It helps in understanding the data better and discovering new facts.

Q41. What is the primary utility of data in research and decision-making?

a) **Data helps in designing new experiments**
b) **Data is essential for solving problems and making informed decisions**
c) **Data is used primarily for recording historical events**
d) **Data is only useful for academic purposes**

Answer: b) **Data is essential for solving problems and making informed decisions**

Explanation: Data is crucial for solving problems and making informed decisions, as it forms the basis for research, planning, and decision-making processes.

Q42. How does the "size of data" relate to its scope in scientific research?

a) **It refers to the number of researchers involved**
b) **It encompasses the coverage of the subject, data elements, and data population**
c) **It indicates the duration of the research project**
d) **It measures the cost associated with data collection**

Answer: b) **It encompasses the coverage of the subject, data elements, and data population**

Explanation: The size of data relates to its scope by covering the extent of the subject under study, including data elements and the population of data sources, such as documents and surveys.

Q43. What role do governments play in the collection and organization of data?

a) **They primarily focus on historical data preservation**
b) **They establish data systems for socio-economic and policy research**
c) **They collect data only for scientific purposes**
d) **They use data solely for academic research**

Answer: b) **They establish data systems for socio-economic and policy research**

Explanation: Governments set up data systems to collect and organize data necessary for socio-economic research, policy formulation, and planning.

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Q44. What is the significance of international bodies in data collection?

a) **They collect data only for financial purposes**
b) **They gather and organize data to aid in global policy research and planning**
c) **They are involved in local data collection only**
d) **They primarily focus on historical data preservation**

Answer: b) **They gather and organize data to aid in global policy research and planning**

Explanation: International bodies like the International Monetary Fund and International Labour Organization collect and organize data to support global policy research and planning.

Q45. Why is specifying the "period of data" important in research?

a) **It determines the number of researchers needed**
b) **It clarifies whether the data is current or cumulative**
c) **It impacts the cost of data collection**
d) **It influences the type of data analysis used**

Answer: b) **It clarifies whether the data is current or cumulative**

Explanation: Specifying the period of data is crucial as it indicates whether the data is current or covers a cumulative time span, which affects the interpretation and conclusions drawn from the research.

UNIT 3 INFORMATION: DEFINITION, TYPES, NATURE, PROPERTIES AND SCOPE

Q46. How does the knowledge spectrum view the relationship between data, information, knowledge, and wisdom?

a) **They are viewed as separate entities with distinct boundaries**
b) **They are part of a continuum, each leading to the next without clear boundaries**
c) **They are only relevant in specific disciplines**
d) **They are considered the same thing**

Answer: b) **They are part of a continuum, each leading to the next without clear boundaries**

Explanation: The knowledge spectrum views data, information, knowledge, and wisdom as part of a continuum, with each stage leading to the next, and no clear boundaries between them.

Q47. What distinction does Belkin make between definition and concept in information science?

a) **Definitions focus on historical aspects, while concepts focus on current use**
b) **Definitions define the phenomenon, while concepts interpret the phenomenon**
c) **Definitions are more abstract, while concepts are more concrete**
d) **Definitions are universal, while concepts are specific to disciplines**

Answer: b) **Definitions define the phenomenon, while concepts interpret the phenomenon**

Explanation: Belkin distinguishes between definition and concept by stating that definitions aim to define the phenomenon, while concepts focus on interpreting it.

Q48. What are the three approaches Belkin postulates for determining the requirement of an information concept?

a) **Historical, Theoretical, Practical**
b) **Methodological, Behavioral, Definitional**
c) **Empirical, Abstract, Applied**
d) **Quantitative, Qualitative, Comparative**

Answer: b) **Methodological, Behavioral, Definitional**

Explanation: Belkin postulates three approaches: Methodological (utility of the concept), Behavioral (phenomena the concept must account for), and Definitional (context of the concept).

Q49. Which of the following requirements pertains to the relevance of information to user communities according to Belkin?

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a) **Requirement 7: It must generalize beyond the individual case**
b) **Requirement 1: It must refer to information within the context of purposeful, meaningful communication**
c) **Requirement 4: It must account for the relationship between information and state of knowledge of generator and recipient**
d) **Requirement 5: It should account for the effect of information on the recipient**

Answer: b) **Requirement 1: It must refer to information within the context of purposeful, meaningful communication**

Explanation: Requirements 1 to 6 pertain to the relevance of information to user communities, with Requirement 1 focusing on the context of purposeful, meaningful communication.

Q50. Which requirements are considered operational requirements for designing and developing useful information systems according to Belkin?

a) **Requirements 1 and 2**
b) **Requirements 7 and 8**
c) **Requirements 3 and 4**
d) **Requirements 5 and 6**

Answer: b) **Requirements 7 and 8**

Explanation: Requirements 7 and 8 are operational requirements for designing and developing useful models of information systems, focusing on generalization and prediction of the effect of information.

Q51. What is the primary focus of the Structural Approach to information as proposed by Wersig and Neveling?

a) **Information as a process occurring in the human mind**
b) **Information as structures of the world or static relations between physical objects**
c) **Information as a specific effect of a process**
d) **Information as symbols oriented in a physical carrier**

Answer: b) **Information as structures of the world or static relations between physical objects**

Explanation: The Structural Approach views information as structures of the world or static relations between physical objects, focusing on matter-oriented perspectives.

Q52. Why is the Knowledge Approach to information not recommended by Wersig and Neveling?

a) **It focuses on the semantic content of a message**
b) **It is not considered a social process**
c) **It uses knowledge and information as synonyms**
d) **It is only relevant to mathematical theory**

Answer: c) **It uses knowledge and information as synonyms**

Explanation: The Knowledge Approach is not recommended because it uses knowledge and information interchangeably, which can be problematic.

Q53. What does the Message Approach to information involve according to Wersig and Neveling?

a) **Information as a reduction of uncertainty caused by communication**
b) **Information as symbols oriented in a physical carrier**
c) **Information as a process occurring in the human mind**
d) **Information as structures of the world**

Answer: b) **Information as symbols oriented in a physical carrier**

Explanation: The Message Approach records information as symbols oriented in a physical carrier, relevant to the mathematical theory of communication.

Q54. What is the key focus of the Effect Approach or Recipient-Oriented Approach in the study of information?

a) **Information as a social process**
b) **Information as the semantic content of a message**
c) **Information as a specific effect of a process**

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d) **Information as a process occurring in the human mind**

Answer: c) **Information as a specific effect of a process**

Explanation: The Effect Approach focuses on information occurring as a specific effect of a process, emphasizing its impact on the recipient.

Q55. How does Brookes define the relationship between knowledge and information?

a) **Knowledge is a summation of many bits of information organized into a coherent entity**
b) **Knowledge and information are used as synonyms**
c) **Knowledge is derived solely from mathematical expressions of information**
d) **Knowledge is an isolated entity unaffected by information**

Answer: a) **Knowledge is a summation of many bits of information organized into a coherent entity**

Explanation: According to Brookes, knowledge is seen as a summation of many bits of information that have been organized into a coherent entity.

Q56. What does Brookes' fundamental equation of information science express?

a) **The exact measure of change in knowledge structures**
b) **The relationship between data and information in a mathematical form**
c) **The change in a knowledge structure caused by the addition of information**
d) **The process of information as a social construct**

Answer: c) **The change in a knowledge structure caused by the addition of information**

Explanation: Brookes' equation expresses how a knowledge structure changes when bits of information are added, reflecting modifications in the structure without providing an exact measure of change.

Q57. What is the primary focus of Brookes's fundamental equation of information science, K[S] + I = K[S + S]?

a) **The exact measurement of changes in knowledge structures**
b) **The relationship between data and information**
c) **The modification of a knowledge structure by the addition of information**
d) **The process of information as a social construct**

Answer: c) **The modification of a knowledge structure by the addition of information**

Explanation: Brookes's equation highlights how a knowledge structure is modified by the addition of information, reflecting changes without providing an exact measure.

Q58. How does Brookes define "information" in relation to knowledge?

a) **As a synonym for knowledge**
b) **As a small part of a structure of concepts linked by their relationships**
c) **As an entity that does not affect knowledge structures**
d) **As a general process occurring in human activity**

Answer: b) **As a small part of a structure of concepts linked by their relationships**

Explanation: Brookes defines information as a small part of a structure of concepts linked by their relationships, integrating into a larger knowledge structure.

Q59. What is Daniel Bell's view on the role of information in the transition to a post-industrial society?

a) **Information is a minor factor in social transformation**
b) **Information and knowledge are central to social transformation and innovation**
c) **Information is irrelevant in the context of social transformation**
d) **Information primarily affects industrial processes**

Answer: b) **Information and knowledge are central to social transformation and innovation**

Explanation: Bell emphasizes that information and knowledge are crucial for transforming society from

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industrial to post-industrial, highlighting their role in innovation and policy formation.

Q60. According to Bell, what does information processing involve?

a) **Storing and processing data as the essential resource for economic and social changes**
b) **Analyzing the philosophical implications of information**
c) **Creating theoretical knowledge without practical applications**
d) **Ignoring data in favor of intuitive judgments**

Answer: a) **Storing and processing data as the essential resource for economic and social changes**

Explanation: Bell sees information processing as crucial for economic and social changes, involving the storage and processing of data for various applications like payroll, credit clearances, and more.

Q61. How does Bell define knowledge in relation to information?

a) **As random facts and ideas without systematic organization**
b) **As an organized set of facts or ideas transmitted systematically**
c) **As purely experimental results without communication**
d) **As non-systematic judgments collected in libraries**

Answer: b) **As an organized set of facts or ideas transmitted systematically**

Explanation: Bell defines knowledge as an organized set of facts or ideas presented in a systematic form, distinguishing it from mere data processing.

Q62. How does Fritz Machlup distinguish between information and knowledge?

a) **Information is structured and enduring, while knowledge is fragmented and transient**
b) **Information is piecemeal and ephemeral, while knowledge is structured and enduring**
c) **Information is static, and knowledge is dynamic**
d) **Information is a stock, and knowledge is a flow of messages**

Answer: b) **Information is piecemeal and ephemeral, while knowledge is structured and enduring**

Explanation: Machlup distinguishes information as piecemeal, fragmented, and transitory, whereas knowledge is described as structured, coherent, and often of enduring significance.

Q63. According to Machlup, what role does information play in relation to knowledge?

a) **It competes with knowledge for importance**
b) **It is irrelevant to the formation of knowledge**
c) **It affects the stock of knowledge by adding to, restructuring, or changing it**
d) **It remains separate from the development of knowledge**

Answer: c) **It affects the stock of knowledge by adding to, restructuring, or changing it**

Explanation: Machlup views information as impacting the stock of knowledge by adding to it, restructuring it, or changing it in some way.

Q64. What sectors were influenced by Machlup's approach to information studies?

a) **Only primary information providers**
b) **Only computer-based information providers**
c) **Various sectors including primary, secondary, and computer-based information providers**
d) **Only seminar and conference services**

Answer: c) **Various sectors including primary, secondary, and computer-based information providers**

Explanation: Machlup's approach influenced a variety of sectors including primary information providers, secondary information providers, computer-based information providers, and other related services.

Q65. What is a key aspect shared by both Machlup's and Bell's approaches to information?

a) **Information is considered a minor economic factor**

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b) **Library and information services are seen as essential infrastructure**
c) **Information is viewed as irrelevant to social transformation**
d) **Knowledge and information are treated as synonymous**

Answer: b) **Library and information services are seen as essential infrastructure**

Explanation: Both Machlup and Bell emphasize the essential role of library and information services as infrastructure for human activity, akin to sectors like finance, transport, and power.

Q66. How can information be classified based on the source characteristic?

a) **By the medium used to transmit the information**
b) **By the type of information needs it addresses**
c) **By the form in which it is communicated, such as signals, text, or graphics**
d) **By the ultimate recipient of the information**

Answer: c) **By the form in which it is communicated, such as signals, text, or graphics**

Explanation: Classification by source involves grouping information based on how it is communicated, whether through signals, text matter, or graphics.

Q67. What are examples of information classified by source as signals?

a) **Photographs and Pictures**
b) **Mathematical formulae and Statistical data**
c) **Textual descriptions and Articles**
d) **Graphs and Charts**

Answer: b) **Mathematical formulae and Statistical data**

Explanation: Signals in this context refer to information like mathematical formulae and statistical data, which are communicated in symbolic or numerical forms.

Q68. Which characteristic of the modified Shannon-Weaver Model of information transfer involves the physical carriers of information?

a) **Source**
b) **Channel**
c) **Media**
d) **Recipient**

Answer: c) **Media**

Explanation: Media are the physical carriers that convey messages or contents of information.

Q69. What does the characteristic "Information Needs" refer to in the classification of information?

a) **The methods used to transmit information**
b) **The types of information that are communicated to meet specific needs**
c) **The ultimate receiver of the information**
d) **The carriers that disseminate information**

Answer: b) **The types of information that are communicated to meet specific needs**

Explanation: "Information Needs" indicates the different types of information communicated to those who seek it for specific purposes.

Q70. How is "Recipient" characterized in the context of information classification?

a) **As the carrier of information**
b) **As the source of the information**
c) **As the ultimate receiver who may also generate or create information**
d) **As the media through which information is communicated**

Answer: c) **As the ultimate receiver who may also generate or create information**

Explanation: The "Recipient" is characterized as the person or entity who ultimately receives the information and may also create or generate information.

For More information:

The types of information with reference to the source, channel, media, information needs, and recipients:

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Type of Information	Category	Description
By Source	Signals	Information communicated through signs, symbols, words, or numbers, e.g., mathematical formulae, statistical and factual data.
	Text matter	Information conveyed through larger amounts of text, e.g., articles, reports, books.
	Graphics	Information presented through visual means, e.g., photographs, pictures, graphs.
By Channel	Established carriers	Channels that disseminate information or knowledge, e.g., books, newspapers, websites.
By Media	Physical media	Media that physically carry messages or information, e.g., printed paper, digital screens.
By Information Needs	Types of information	Information communicated to meet specific needs of the recipients, e.g., educational materials, research data.
By Recipients	Ultimate receivers	Individuals or groups who receive and may generate or create new information, e.g., researchers, students, general public.

Q71. How is information classified when using the channel characteristic for grouping?

a) **By the type of information needs it addresses**
b) **By the physical form of the information**
c) **By the carrier or distributor of the information, such as literature and organizations**
d) **By the method used to process the information**

Answer: c) **By the carrier or distributor of the information, such as literature and organizations**

Explanation: Information can be classified based on the channels through which it is disseminated, including literature, organizations, institutions, and agencies.

Q72. Which type of literature channel involves new, original research or interpretations of known facts?

a) **Secondary Literature**
b) **Tertiary Literature**
c) **Primary Literature**
d) **Literary Criticism**

Answer: c) **Primary Literature**

Explanation: Primary literature includes new, original research papers, journal articles, conference papers, and official publications.

Q73. What distinguishes secondary literature from primary literature?

a) **Secondary literature is unorganized and unrelated**
b) **Secondary literature includes new, original research**
c) **Secondary literature is organized and arranged according to a definite plan**
d) **Secondary literature includes personal files and diaries**

Answer: c) **Secondary literature is organized and arranged according to a definite plan**

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Explanation: Secondary literature is characterized by its organized arrangement and includes bibliographies, indexing, and abstracting journals.

Q74. Which type of literature channel contains digested knowledge and bibliographical keys to primary literature?

a) **Primary Literature**
b) **Secondary Literature**
c) **Tertiary Literature**
d) **General Literature**

Answer: c) **Tertiary Literature**

Explanation: Tertiary literature includes repositories of assimilated and digested knowledge such as reference books, dictionaries, encyclopedias, and directories.

Q75. What are some examples of primary literature channels?

a) **Reference books and encyclopedias**
b) **Indexing and abstracting journals**
c) **Research papers and journal articles**
d) **Bibliographies and state-of-the-art reports**

Answer: c) **Research papers and journal articles**

Explanation: Primary literature channels include new research papers, journal articles, and theses, which present original or new interpretations of known facts.

Q76. How are distribution agencies distinguished from information institutions in terms of their role?

a) **Distribution agencies provide information services, while information institutions sell information**
b) **Information institutions sell information, while distribution agencies provide information services**
c) **Distribution agencies are involved in information analysis, while information institutions handle information dissemination**
d) **Information institutions are primarily commercial, while distribution agencies are non-commercial**

Answer: b) **Information institutions sell information, while distribution agencies provide information services**

Explanation: Distribution agencies are primarily commercial entities focused on selling information, whereas information institutions provide information services to specific clientele.

Q77. Which media type involves person-to-person communication and can occur in various forms like one-to-one or one-to-many?

a) **Recorded Media**
b) **Oral Media**
c) **Electronic Media**
d) **Visual Media**

Answer: b) **Oral Media**

Explanation: Oral media involves direct voice communication between individuals or groups and can occur in various formats, including one-to-one, one-to-many, or many-to-many.

Q78. What distinguishes recorded media from other types of information media?

a) **Recorded media includes voice communication only**
b) **Recorded media includes textual and non-textual formats such as paper-print, microforms, and audio-visual materials**
c) **Recorded media is only available digitally**
d) **Recorded media refers to live broadcasts and real-time communication**

Answer: b) **Recorded media includes textual and non-textual formats such as paper-print, microforms, and audio-visual materials**

Explanation: Recorded media includes various formats such as paper-print, microforms, audio, visual, and audio-visual materials, differentiating it from oral and electronic/digital media.

Q79. How can information be grouped based on recipients?

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a) **By media type and distribution channels**
b) **By information needs and types**
c) **By physical formats and delivery methods**
d) **By individuals, groups, organizations, and institutions**

Answer: d) **By individuals, groups, organizations, and institutions**

Explanation: When grouping information by recipients, it can be categorized based on who receives and uses the information, such as individuals, groups, organizations, and institutions.

Q80. What are the different information needs identified in the classification by information needs?

a) **Popular, Scientific, and Technical**
b) **Know-why, Know-how, and Show-how**
c) **Primary, Secondary, and Tertiary**
d) **Oral, Recorded, and Digital**

Answer: b) **Know-why, Know-how, and Show-how**

Explanation: Information needs are categorized into types such as Know-why (understanding reasons), Know-how (practical skills), and Show-how (demonstrative techniques).

Q81. What are the primary types of barriers to the communication of information flow as mentioned?

a) **Language, Media, and Economic Barriers**
b) **Language, Seepage and Scatter, Socio-Economic Barriers**
c) **Economic, Political, and Legal Barriers**
d) **Language, Media, Socio-Economic, and Economic Barriers**

Answer: b) **Language, Seepage and Scatter, Socio-Economic Barriers**

Explanation: The primary types of barriers to communication of information flow include language issues (such as jargon and presentation levels), problems related to seepage and scatter, and socio-economic barriers.

Q82. How can cultural and social differentiation impact communication problems?

a) **By causing issues in comprehension and perception**
b) **By affecting the quality of language used**
c) **By creating redundant data and errors in processing**
d) **By leading to delays and misinformation**

Answer: a) **By causing issues in comprehension and perception**

Explanation: Cultural and social differentiation can lead to problems in understanding and perceiving information, which can hinder effective communication.

Q83. What issues are associated with volume, mis-information, and delays in the context of publication?

a) **Overpopulation and pollution**
b) **Errors in translation and processing**
c) **Problems with postal transit and rehash**
d) **Redundant data and delays in handling**

Answer: d) **Redundant data and delays in handling**

Explanation: Volume, mis-information, and delays in publication can lead to redundant data and issues with the timely handling of information.

Q84. What are the economic, political, and legal barriers to information access and flow?

a) **Language barriers and socio-economic issues**
b) **Cost, political instability, and regulatory issues**
c) **Problems with media and communication channels**
d) **Delays in publication and issues with document delivery**

Answer: b) **Cost, political instability, and regulatory issues**

Explanation: Economic barriers include costs and overheads, while political and legal barriers encompass issues such as instability, foreign exchange regulations, and customs.

Q85. How have barriers to information access been mitigated ?

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a) **Through improved language translation and presentation**
b) **By increasing the availability of hard copies and internet access**
c) **Through better media and communication channels**
d) **By reducing socio-economic and cultural barriers**

Answer: b) **By increasing the availability of hard copies and internet access**

Explanation: The ease of accessibility and availability of hard copies through the internet has helped in mitigating some barriers to information access.

Q86. What are the Five Laws of Library Science restated with a focus on information?

a) **Information is for Use, Every User his/her Information, Every Information its User, Save the Time of the User, Information Institution is a Growing Organism**
b) **Information is for Use, Every User his/her Information, Every Information its User, Save the Time of the User, Information Institution is a Static Organism**
c) **Information is for Use, Every Information its User, Save the Time of the User, Information Institution is a Growing Organism, Knowledge is Wealth**
d) **Information is for Use, Every User his/her Information, Every Information its User, Save the Time of the User, Knowledge is Power**

Answer: a) **Information is for Use, Every User his/her Information, Every Information its User, Save the Time of the User, Information Institution is a Growing Organism**

Explanation: The Five Laws restated with a focus on information are: Information is for Use, Every User his/her Information, Every Information its User, Save the Time of the User, and Information Institution is a Growing Organism.

Q87. What does the First Law emphasize about the value of information?

a) **Information is valuable only when it is actively used**
b) **Information is valuable in its possession, regardless of its use**
c) **Information is valuable only when it is in digital form**
d) **Information is less valuable than financial resources**

Answer: a) **Information is valuable only when it is actively used**

Explanation: The First Law stresses that information has value only in its use and is considered a vital economic resource essential for growth and development.

Q88. According to the Second Law, how should information services be oriented?

a) **Towards the preferences of information providers**
b) **Towards users' needs and behaviors**
c) **Towards the availability of resources**
d) **Towards technological advancements**

Answer: b) **Towards users' needs and behaviors**

Explanation: The Second Law suggests that information services should be oriented towards the needs of users, similar to customer-oriented services in business.

Q89. What is the primary principle communicated in the Third Law?

a) **Right Information to the Right User in the Right Time**
b) **Efficient Use of Information Technology**
c) **Save the Time of the User and Staff**
d) **Continuous Research and Development in Information Handling**

Answer: a) **Right Information to the Right User in the Right Time**

Explanation: The Third Law focuses on ensuring that the right information is delivered to the right user at the right time, emphasizing the importance of effective information transfer.

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Q90. What does the Fourth Law emphasize about the resource 'Time'?

a) **Time is less important than the quality of information**
b) **Time loss is acceptable if it improves the quality of service**
c) **Timeliness and speed are crucial in providing quality information service**
d) **Time should be focused on the development of technological tools**

Answer: c) **Timeliness and speed are crucial in providing quality information service**

Explanation: The Fourth Law highlights the importance of timeliness and speed in delivering information services, and the role of Information Technology in improving service quality.

Q91. What does the Fifth Law address regarding institutional mechanisms for handling information?

a) **Institutions should remain static in their mechanisms**
b) **Institutions should adapt to changing information environments**
c) **Institutions should focus solely on traditional methods**
d) **Institutions should avoid changes to maintain consistency**

Answer: b) **Institutions should adapt to changing information environments**

Explanation: The Fifth Law refers to the need for institutions to adapt their mechanisms in response to the dynamic and ever-growing nature of knowledge and information environments.

Q92. According to B.E. Vickery's observations on information science, what is one of the aspects related to the behavior of people in the information transfer process?

a) **The role of information technology in enhancing storage capabilities**
b) **The involvement of people as generators, sources, recipients, and users of information**
c) **The impact of governmental regulations on information access**
d) **The development of new information storage technologies**

Answer: b) **The involvement of people as generators, sources, recipients, and users of information**

Explanation: Vickery observed that people play multiple roles in the information transfer process, including being generators, sources, recipients, and users of information.

Q93. What aspect does Vickery highlight concerning the qualitative study of messages?

a) **The technological advancements in message transmission**
b) **The size, growth rate, distribution, and pattern of production and use of messages**
c) **The legal implications of message content**
d) **The historical development of message formats**

Answer: b) **The size, growth rate, distribution, and pattern of production and use of messages**

Explanation: Vickery emphasized the qualitative study of messages, focusing on their size, growth rate, distribution, and the patterns of production and use.

Q94. What does Vickery identify as a concern related to the semantic organization of messages?

a) **The development of advanced retrieval algorithms**
b) **The organization of messages and channels to facilitate their identification by sources and recipients**
c) **The costs associated with information storage**
d) **The influence of political factors on message content**

Answer: b) **The organization of messages and channels to facilitate their identification by sources and recipients**

Explanation: Vickery discussed the importance of the semantic organization of messages and channels to aid in their identification by both sources and recipients.

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Q95. What problems does Vickery associate with information storage, analysis, and retrieval?

a) **The challenges in information formatting**
b) **Issues particularly associated with the functions of information storage, analysis, and retrieval**
c) **The limitations of digital storage solutions**
d) **The impact of cultural differences on information access**

Answer: b) **Issues particularly associated with the functions of information storage, analysis, and retrieval**

Explanation: Vickery highlighted problems specifically related to the functions of information storage, analysis, and retrieval.

Q96. What aspect of information systems does Vickery focus on regarding their performance?

a) **The cost-effectiveness of information systems**
b) **The overall organization of information systems and their performance in transfer**
c) **The user satisfaction with information system interfaces**
d) **The environmental impact of information systems**

Answer: b) **The overall organization of information systems and their performance in transfer**

Explanation: Vickery focused on how well information systems are organized and their effectiveness in transferring information.

Q97. According to Vickery, what social context is significant in the study of information transfer?

a) **The technological innovations impacting information storage**
b) **The economics and politics surrounding information transfer**
c) **The historical evolution of information systems**
d) **The personal privacy issues related to information sharing**

Answer: b) **The economics and politics surrounding information transfer**

Explanation: Vickery considered the social context of information transfer, particularly focusing on its economic and political aspects.

UNIT 4 KNOWLEDGE: DEFINITION, TYPES, NATURE, PROPERTIES AND SCOPE

Q98. What is one of the meanings of "knowledge" as defined by the Random House Dictionary (RHD)?

a) **A structured set of experimental results transmitted systematically**
b) **Familiarity or conversance with a particular subject or branch of learning**
c) **The body of truths or facts accumulated by mankind in the course of time**
d) **An organized set of statements of fact or ideas**

Answer: b) **Familiarity or conversance with a particular subject or branch of learning**

Explanation: The RHD defines knowledge as familiarity or conversance with a particular subject or branch of learning.

Q99. According to the Random House Dictionary (RHD), what is a word synonymous with 'knowledge'?

a) **Understanding**
b) **Recognition**
c) **Judgment**
d) **Experience**

Answer: a) **Understanding**

Explanation: Words synonymous with 'knowledge' in the RHD include Enlightenment, Information, Understanding, Discernment, Comprehension, Judgment, Wisdom, Lore, and Science.

Q100. How does the Greek root of the word 'knowledge' contribute to its meaning?

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a) **It relates to the process of physically acquiring information**
b) **It signifies mental processing and recognition of experience**
c) **It emphasizes the importance of written documents**
d) **It focuses on the historical development of knowledge**

Answer: b) **It signifies mental processing and recognition of experience**

Explanation: The Greek root 'gnosis' and related terms like 'recognize' suggest that knowledge involves mentally processing and recognizing experience.

Q101. According to Daniel Bell, how is knowledge defined?

a) **A collection of raw data and information transmitted through various mediums**
b) **An organized set of statements of fact or ideas, presenting reasoned judgments or experimental results**
c) **A dynamic and evolving set of personal insights and values**
d) **A body of symbolic products of society, including attitudes and values**

Answer: b) **An organized set of statements of fact or ideas, presenting reasoned judgments or experimental results**

Explanation: Daniel Bell defines knowledge as an organized set of statements of fact or ideas that present reasoned judgments or experimental results.

Q102. How does Alvin Toffler's definition of knowledge differ from others?

a) **It focuses exclusively on scientific and experimental results**
b) **It includes data, information, images, imagery, as well as attitudes, values, and symbolic products of society**
c) **It emphasizes the fluid mix of framed experience and values in organizational settings**
d) **It pertains primarily to the physical documentation of knowledge**

Answer: b) **It includes data, information, images, imagery, as well as attitudes, values, and symbolic products of society**

Explanation: Alvin Toffler's definition encompasses not only data, information, and images but also attitudes, values, and other symbolic products of society.

Q103. How does Davenport define knowledge in the context of 'Knowledge Management'?

a) **As a static collection of historical documents and data**
b) **As a fluid mix of framed experience, values, contextual information, and expert insight, applied in organizational routines**
c) **As a systematic set of research and scholarly judgments**
d) **As the body of truths accumulated by mankind over time**

Answer: b) **As a fluid mix of framed experience, values, contextual information, and expert insight, applied in organizational routines**

Explanation: Davenport defines knowledge as a fluid mix of experience, values, contextual information, and expert insight, often embedded in organizational routines and practices.

Q104. How is knowledge broadly divided according to its availability and sharing?

a) **Organizational and Theoretical Knowledge**
b) **Personal and Social Knowledge**
c) **Tacit and Explicit Knowledge**
d) **Explicit and Theoretical Knowledge**

Answer: b) **Personal and Social Knowledge**

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Explanation: Knowledge is broadly divided into personal knowledge (private knowledge) and social knowledge (public knowledge). Personal knowledge is individual and shared if communicated, while social knowledge is collectively possessed by society and is accessible to all members.

Q105. What does Ziman emphasize about the organization of public knowledge?

a) **The creation of new knowledge through experiments and investigations**
b) **Self-organization through citation and reference linking**
c) **Bibliographic organization through cataloging and indexing**
d) **All of the above**

Answer: d) **All of the above**

Explanation: Ziman emphasizes three aspects of organizing public knowledge: organization by creating, self-organization through citations, and bibliographic organization involving cataloging and indexing.

Q106. How does Michael Polanyi differentiate between tacit and explicit knowledge?

a) **Tacit knowledge is documented, while explicit knowledge is personal**
b) **Tacit knowledge is subjective and hard to formalize, while explicit knowledge is objective and can be recorded**
c) **Tacit knowledge is theoretical, while explicit knowledge is practical**
d) **Tacit knowledge is easily communicated, while explicit knowledge is hard to describe**

Answer: b) **Tacit knowledge is subjective and hard to formalize, while explicit knowledge is objective and can be recorded**

Explanation: According to Polanyi, tacit knowledge is personal, subjective, and difficult to formalize, whereas explicit knowledge is objective, theoretical, and can be recorded and communicated.

Q107. What does Polanyi suggest about the extent of tacit knowledge compared to explicit knowledge?

a) **Tacit knowledge is less significant than explicit knowledge**
b) **Tacit knowledge can be easily shared and communicated**
c) **We know more than we can tell or explain to others**
d) **Tacit knowledge is irrelevant in Knowledge Management**

Answer: c) **We know more than we can tell or explain to others**

Explanation: Polanyi suggests that tacit knowledge involves knowing more than one can verbally express or explain, making it a crucial yet difficult aspect of knowledge sharing.

Q108. According to Knowledge Management principles, why is tacit knowledge highly valued?

a) **It is easily documented and shared**
b) **It represents the real strength of a company and needs to be extracted by various means**
c) **It is less significant compared to explicit knowledge**
d) **It is not as important as explicit knowledge in organizational settings**

Answer: b) **It represents the real strength of a company and needs to be extracted by various means**

Explanation: In Knowledge Management, tacit knowledge is highly valued as it represents the real

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strength of a company and needs to be extracted and utilized through various methods.

Q109. According to Karl Popper, what are the three worlds of knowledge?

a) **Physical World, Subjective World, and Objective World**
b) **Physical World, Personal Knowledge, and Social Knowledge**
c) **Physical World, Subjective Human Knowledge, and Objective Knowledge**
d) **Physical World, Explicit Knowledge, and Tacit Knowledge**

Answer: c) **Physical World, Subjective Human Knowledge, and Objective Knowledge**

Explanation: Karl Popper's ontological scheme identifies three worlds of knowledge: World 1 (the physical world), World 2 (subjective human knowledge), and World 3 (objective knowledge recorded in various forms).

Q110. How do the three worlds of knowledge interact according to Karl Popper's scheme?

a) **They are completely independent with no interaction.**
b) **World 1 and World 3 interact through physical processes only.**
c) **World 1 influences World 2 through human observation and experience, and World 3 is the product of World 2.**
d) **World 2 and World 3 interact through technological advancements.**

Answer: c) **World 1 influences World 2 through human observation and experience, and World 3 is the product of World 2.**

Explanation: According to Popper, World 1 (physical world) influences World 2 (subjective human knowledge) through human observation and experience, while World 3 (objective knowledge) results from World 2's subjective understandings.

Q111. What is the main challenge libraries and information centers face with the organization of knowledge?

a) **Maintaining physical library spaces**
b) **Handling the short lifespan of personal knowledge**
c) **Keeping up with the rapidly expanding dimensions of knowledge**
d) **Reducing the cost of information products**

Answer: c) **Keeping up with the rapidly expanding dimensions of knowledge**

Explanation: Libraries and information centers face the challenge of managing the rapid expansion of knowledge, which includes emerging disciplines and interdisciplinary nature, requiring continuous updates to their organizational tools.

Q112. What role do classification systems, subject heading lists, and information retrieval thesauri play in libraries and information centers?

a) **They are used to catalog physical spaces in libraries.**
b) **They assist in the storage and retrieval of information by organizing collections.**
c) **They primarily focus on the physical maintenance of documents.**
d) **They help in the visual presentation of library materials.**

Answer: b) **They assist in the storage and retrieval of information by organizing collections.**

Explanation: Classification systems, subject heading lists, and information retrieval thesauri are tools used to organize and retrieve information, ensuring that library collections are effectively managed and accessible.

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Q113. What did Ranganathan contribute to the field of library science regarding the organization of knowledge?

a) **He focused on physical library space management.**
b) **He developed a general theory of classification including laws, principles, and postulates for organizing knowledge.**
c) **He introduced digital cataloging systems for libraries.**
d) **He created new information retrieval software.**

Answer: b) **He developed a general theory of classification including laws, principles, and postulates for organizing knowledge.**

Explanation: Ranganathan developed a comprehensive theory of classification that includes laws, normative principles, and postulates to handle past, present, and future knowledge, providing a framework for organizing various subjects.

Q114. What does Ranganathan's concept of "Dissection" involve?

a) **Creating a compound subject by layering facets on each other.**
b) **Cutting a universe of entities into parts of coordinate status.**
c) **Progressively decreasing the extension of a Basic Subject to expose new knowledge.**
d) **Assembling two or more subjects into a related whole.**

Answer: b) **Cutting a universe of entities into parts of coordinate status.**

Explanation: In Ranganathan's "Dissection," entities are divided into parts of equal status, forming an array of subjects, like cutting a slice of bread into strips.

Q115. How does "Lamination" differ from "Dissection" in Ranganathan's modes of formation of knowledge?

a) **Lamination involves cutting subjects into equal parts, while Dissection overlays facets.**
b) **Lamination overlays facets to form a compound subject, while Dissection divides a subject into parts.**
c) **Lamination involves assembling subjects, while Dissection connects isolate ideas.**
d) **Lamination focuses on increasing depth, while Dissection decreases extension.**

Answer: b) **Lamination overlays facets to form a compound subject, while Dissection divides a subject into parts.**

Explanation: "Lamination" is about creating a compound subject by overlaying facets, while "Dissection" involves dividing a universe of entities into parts of coordinate status.

Q116. What is the meaning of "Denudation" according to Ranganathan's modes of formation of knowledge?

a) **The construction of a compound subject by layering facets.**
b) **The progressive decrease of the extension and increase of the intension of a Basic Subject.**
c) **The assembly of two or more subjects into a related whole.**
d) **The connection of two or more isolate ideas from the same universe of isolate ideas.**

Answer: b) **The progressive decrease of the extension and increase of the intension of a Basic Subject.**

Explanation: "Denudation" involves decreasing the extension and increasing the depth or intension of a subject, exposing new areas of knowledge.

Q117. What does "Loose Assemblage" refer to in Ranganathan's framework?

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a) **The connection of two or more isolate ideas.**
b) **The creation of a compound subject by overlaying facets.**
c) **The assembling together of two or more subjects.**
d) **The progressive decrease of the extension of a subject.**

Answer: c) **The assembling together of two or more subjects.**

Explanation: "Loose Assemblage" involves putting together two or more subjects to form a related whole, such as the general relation between Political Science and Economics.

Q118. What is the purpose of "Superimposition" in Ranganathan's modes of knowledge formation?

a) **To create a compound subject by layering facets.**
b) **To assemble subjects into a related whole.**
c) **To connect two or more isolate ideas belonging to the same universe.**
d) **To progressively decrease the extension of a subject.**

Answer: c) **To connect two or more isolated ideas belonging to the same universe.**

Explanation: "Superimposition" involves connecting two or more isolated ideas within the same universe of isolated ideas, especially when an entity fits multiple quasi-isolate ideas.

Q119. What is the difference between "Fission" and "Dissection" in Neelameghan's extension of Ranganathan's modes of knowledge formation?

a) **Fission involves external division of an entity, while Dissection is an internal process.**
b) **Fission is an internal process of division, while Dissection involves external splitting of an entity.**
c) **Fission creates compound subjects by layering facets, while Dissection connects isolate ideas.**
d) **Fission and Dissection are synonymous and interchangeable terms.**

Answer: b) **Fission is an internal process of division, while Dissection involves external splitting of an entity.**

Explanation: "Fission" refers to an internal process of dividing an entity without external intervention, whereas "Dissection" implies an external agency performing the division.

Q120. What does "Distillation of Kind 1" refer to in Neelameghan's framework?

a) **The emergence of a new subject based on interdisciplinary research.**
b) **The creation of a new subject from the extensive study of specific ideas.**
c) **The formation of a subject based on common observations and experiments across several fields.**
d) **The assembly of related subjects into a cluster.**

Answer: c) **The formation of a subject based on common observations and experiments across several fields.**

Explanation: "Distillation of Kind 1" involves forming a new subject from common observations, experiments, and experiences across multiple subjects.

Q121. How does "Distillation of Kind 2" differ from "Distillation of Kind 1"?

a) **Kind 1 is based on common observations across subjects, while Kind 2 arises from extensive study of specific ideas.**
b) **Kind 1 is about forming new subjects from interdisciplinary research, while Kind 2 deals with subjects from clusters.**
c) **Kind 1 involves creating subjects from new literature, while Kind 2 involves fusing disciplines.**

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d) **Kind 1 and Kind 2 are identical in their approach to subject formation.**

Answer: a) **Kind 1 is based on common observations across subjects, while Kind 2 arises from extensive study of specific ideas.**

Explanation: "Distillation of Kind 1" is based on common observations and experiments, whereas "Distillation of Kind 2" involves generating new subjects from in-depth studies of specific ideas.

Q122. What is meant by "Fusion" in Neelameghan's extension of knowledge formation?

a) **The division of a subject into smaller, equal parts.**
b) **The creation of a new subject through interdisciplinary research and merging of ideas.**
c) **The assembling of subjects into clusters based on core entities.**
d) **The development of a subject by overlaying facets.**

Answer: b) **The creation of a new subject through interdisciplinary research and merging of ideas.**

Explanation: "Fusion" involves the creation of new subjects through interdisciplinary research, leading to the emergence of new fields with their own principles and theories.

Q123. How are "Clusters" formed according to Neelameghan's framework?

a) **By connecting two or more isolate ideas within the same universe.**
b) **By assembling subjects into a related whole based on core entities and diverse viewpoints.**
c) **By forming a new subject from common observations and experiments.**
d) **By progressively decreasing the extension of a subject to expose new knowledge.**

Answer: b) **By assembling subjects into a related whole based on core entities and diverse viewpoints.**

Explanation: "Clusters" are formed by grouping subjects around a core entity with contributions from various specialists, creating a comprehensive field of study.

Q124. What does "Agglomeration of Kind 1" involve in Neelameghan's modes of knowledge formation?

a) **The connection of isolate ideas from different subjects.**
b) **The treatment of multiple subjects integrally within the same document.**
c) **The development of a new subject from extensive study and research.**
d) **The creation of interdisciplinary fields through fusion.**

Answer: b) **The treatment of multiple subjects integrally within the same document.**

Explanation: "Agglomeration of Kind 1" refers to the treatment of different subjects integrally or distinctly within a single document.

Q125. What is "Agglomeration of Kind 2" according to Neelameghan's framework?

a) **The formation of new subjects from interdisciplinary research.**
b) **The grouping of subjects around a core entity with diverse viewpoints.**
c) **The comprehensive treatment of subjects based on a classification scheme.**
d) **The internal division of a subject into parts without external agency.**

Answer: c) **The comprehensive treatment of subjects based on a classification scheme.**

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Explanation: "Agglomeration of Kind 2" involves subjects that encompass other subjects according to a specific classification scheme.

More information:

Neela Meghan's extension of Ranganathan's methodology on the modes of formation of subjects:

Mode of Formation	Description	Examples
Fission	Division or splitting of a subject into parts internally, without outside intervention.	Previously called "Dissection".
Distillation of Kind 1	Formation of a new subject based on common observations or experiments across multiple subjects.	Management Science, Systemology, Metrology, Research Methodology.
Distillation of Kind 2	Creation of a subject due to extensive study and literary warrant for particular ideas or fields.	Statistical Calculus from Mathematics, Microbiology from Biology, International Relations from Political Science.
Fusion	Interdisciplinary research leading to new fields of study with their own principles and theories.	Astrophysics, Biomechanics, Psycholinguistics, Socio-cybernetics.
Clusters	Subject fields with a core entity, incorporating viewpoints from diverse disciplines.	Sinology, Tibetology, Gandhiana, Defense Sciences, Environmental Sciences, Ocean Sciences.
Agglomeration of Kind 1	Subjects treated integrally or distinctly within the same document.	Natural Sciences, Humanities.
Agglomeration of Kind 2	Subjects encompassing other subjects according to a particular classification scheme.	Psychology and Sociology in UDC.

Q126. How does Eugene Garfield's method of citation analysis contribute to structuring concepts?

a) **By establishing hierarchical relationships between concepts in a linear fashion.**
b) **By identifying clusters of concepts through the analysis of citations, revealing interdisciplinary relationships.**
c) **By mapping concepts in a multidimensional manner using graphic displays.**
d) **By organizing concepts based on their chronological order of citation.**

Answer: b) **By identifying clusters of concepts through the analysis of citations, revealing interdisciplinary relationships.**

Explanation: Garfield's citation analysis method identifies clusters of related concepts by analyzing

citations, which helps reveal interdisciplinary connections that go beyond traditional hierarchical relationships.

Q127. What is a key advantage of using citation analysis in structuring concepts?

a) **It provides a linear representation of concept relationships.**
b) **It captures the multidimensional relationships between concepts effectively.**
c) **It organizes concepts based on their historical citation frequency.**
d) **It restricts the analysis to core journal articles only.**

Answer: b) **It captures the multidimensional relationships between concepts effectively.**

Explanation: Citation analysis reveals multidimensional relationships between concepts by identifying clusters and their connections, which helps in understanding the broader context and interdisciplinary nature of subjects.

Q128. What problem does graphic display methods address in the presentation of concepts?

a) **The difficulty in identifying interdisciplinary connections between subjects.**
b) **The restriction of linear displays that cannot fully represent multidimensional relationships.**
c) **The lack of chronological order in representing concept relationships.**
d) **The inability to capture citation frequencies of concepts.**

Answer: b) **The restriction of linear displays that cannot fully represent multidimensional relationships.**

Explanation: Graphic display methods overcome the limitations of linear displays by representing concepts in a multidimensional manner, which effectively illustrates their complex relationships.

Q129. How does a graphic display method improve the process of indexing and searching?

a) **By providing a linear list of concepts for easy reference.**
b) **By mapping hierarchical and associative relationships in a multidimensional format.**
c) **By focusing solely on core concepts without peripheral details.**
d) **By using chronological order to arrange concepts.**

Answer: b) **By mapping hierarchical and associative relationships in a multidimensional format.**

Explanation: Graphic displays enhance indexing and searching by visually mapping out multidimensional relationships among concepts, making it easier to understand and retrieve information.

Q130. What is the purpose of an atlas in the context of graphic displays of subject concepts?

a) **To provide a chronological timeline of concept development.**
b) **To show relationships between broad and narrow concepts in specific subjects.**
c) **To list concepts in a linear order based on their citation frequency.**
d) **To restrict concept mapping to core articles only.**

Answer: b) **To show relationships between broad and narrow concepts in specific subjects.**

Explanation: An atlas in graphic displays illustrates the relationships between major and minor concepts within specific subjects, akin to geographical atlases that show relationships between geographic divisions.

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UNIT 5 INFORMATION COMMUNICATION PROCESS, MEDIA AND DIFFUSION

Q131. According to T.D. Wilson, what is more important about the definition of information?

a) **The exact wording of the definition.**
b) **The various interpretations of the definition.**
c) **The uses to which the definition of information is applied.**
d) **The historical development of the concept of information.**

Answer: c) **The uses to which the definition of information is applied.**

Explanation: T.D. Wilson emphasized that the value of the definition of information lies in its practical applications rather than the definition itself.

Q132. How is information characterized in the context of advanced societies?

a) **As a static element with minimal impact on daily life.**
b) **As a dynamic and essential element for various societal functions.**
c) **As a minor component in business and communication.**
d) **As an abstract concept with limited practical applications.**

Answer: b) **As a dynamic and essential element for various societal functions.**

Explanation: In advanced societies, information is crucial for business, industry, education, and other aspects of life, underscoring its importance and dynamic role.

Q133. What does Michael Buckland's approach to information as a "thing" emphasize?

a) **The intangibility and abstract nature of information.**
b) **The physical embodiment of information in objects and systems.**
c) **The role of information as a purely digital entity.**
d) **The historical evolution of information concepts.**

Answer: b) **The physical embodiment of information in objects and systems.**

Explanation: Buckland's approach highlights that information can be tangible and embodied in physical objects or information systems, contrasting with the traditional view of information as intangible.

Q134. What difficulty is associated with treating information as a resource?

a) **The tangible nature of information makes it easy to measure economically.**
b) **Information is subject to physical laws like those of matter.**
c) **The intangible nature of information complicates its economic valuation.**
d) **Information is always easy to quantify and assess for impact.**

Answer: c) **The intangible nature of information complicates its economic valuation.**

Explanation: The intangible nature of information makes it challenging to treat it as an economic resource and complicates its valuation and measurement.

Q135. What does the concept of "information-as-commodity" include?

a) **Only the creation and storage of information.**
b) **The exchange of information, related activities, and its use.**
c) **The physical properties of information objects.**
d) **The theoretical aspects of information systems.**

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Answer: b) **The exchange of information, related activities, and its use.**

Explanation: The concept of information-as-commodity encompasses the entire process of information creation, exchange, and utilization, reflecting its broader economic and functional roles.

Q136. How do some researchers in information science view information?

a) **As a purely digital entity without physical representation.**
b) **As a representation of or pointer to knowledge.**
c) **As an abstract concept with no practical application.**
d) **As a form of physical documentation only.**

Answer: b) **As a representation of or pointer to knowledge.**

Explanation: Some researchers view information as a representation of or pointer to knowledge, illustrating how it connects to broader concepts of knowledge.

Q137. What is an example of information representation traditionally based on printed documents?

a) **Databases of citations to scientific documents.**
b) **Electronic mail communications.**
c) **Digital video and audio recordings.**
d) **Social media posts and interactions.**

Answer: a) **Databases of citations to scientific documents.**

Explanation: Card catalogues and citation databases traditionally represent information based on printed documents and their connections.

Q138. What do researchers who view information as part of the communication process focus on?

a) **The physical properties of information systems.**
b) **The objective data contained in documents.**
c) **The human behavior and sense-making processes in communication.**
d) **The statistical analysis of data and information.**

Answer: c) **The human behavior and sense-making processes in communication.**

Explanation: This perspective emphasizes understanding how people interpret and use data rather than focusing solely on the data itself.

Q139. What is the Latin origin of the word "Communication"?

a) **Communis, meaning 'sharing.'**
b) **Communico, meaning 'to connect.'**
c) **Communitas, meaning 'community.'**
d) **Communare, meaning 'to communicate.'**

Answer: a) **Communis, meaning 'sharing.'**

Explanation: The term "communication" derives from the Latin word "Communis," which means 'sharing.'

Q140. How has communication evolved over time?

a) **From body language to digital communication only.**
b) **From spoken word to body language and digital communication.**
c) **From sign language to written communication, then to electronic and mass media.**
d) **From print media to spoken word and digital communication.**

Answer: c) **From sign language to written communication, then to electronic and mass media.**

Explanation: Communication has evolved from early sign language and body language to written forms and later to electronic and mass media methods.

Q141. How does the Oxford Dictionary define communication?

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a) **The act of transferring physical goods.**
b) **The exchange of ideas and knowledge through speech, writing, or signs.**
c) **The process of physical transportation of persons and goods.**
d) **The act of transmitting electronic messages only.**

Answer: b) **The exchange of ideas and knowledge through speech, writing, or signs.**

Explanation: The Oxford Dictionary defines communication as the imparting, conveying, or exchanging of ideas and knowledge through speech, writing, or signs.

Q142. What is the Columbia Encyclopedia's definition of communication?

a) **The transfer of physical goods and persons.**
b) **The transmission of thoughts and messages contrasted with transportation of goods.**
c) **The process of creating written documents.**
d) **The act of verbal communication only.**

Answer: b) **The transmission of thoughts and messages contrasted with transportation of goods.**

Explanation: The Columbia Encyclopedia defines communication as the transfer of thoughts and messages, distinct from the transportation of goods and persons.

Q143. Which of the following is NOT mentioned as a form of communication in the definitions?

a) **Oral communication**
b) **Visual images or icons**
c) **Transportation of goods**
d) **Written text in any language**

Answer: c) **Transportation of goods**

Explanation: Communication definitions focus on transmitting ideas through various means like oral, visual, and written forms, not the transportation of goods.

Q144. According to the definitions provided, what must occur before information can be communicated?

a) **It must be physically transported.**
b) **It must be mentally conceived, generated, or formed by an individual.**
c) **It must be digitized.**
d) **It must be translated into multiple languages.**

Answer: b) **It must be mentally conceived, generated, or formed by an individual.**

Explanation: The definitions imply that information must first be mentally conceived or generated before it can be communicated.

Q145. What are the basic channels of communication?

a) **Oral and digital communication.**
b) **Written and visual communication.**
c) **Oral and written/documentary communication.**
d) **Non-verbal and formal communication.**

Answer: c) **Oral and written/documentary communication.**

Explanation: The basic channels of communication mentioned are oral and written/documentary communication.

More information

The types of non-verbal communication:

Type of Non-Verbal Communication	Description	Examples
Paralinguistics	Variations in speech patterns, including	Variations in tone,

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	loudness, pitch, and hesitation that complement verbal communication.	volume, and speech rate.
Kinesics	Communication through facial expressions, eye movements, and gestures.	Smiling, winking, nodding, hand gestures.
Haptics	Use of touch to convey messages or emotions.	Shaking hands, holding hands, patting.
Proxemics	Use of interpersonal space and physical distance between people to convey meaning.	Personal space, social distancing.
Dress and Appearance	Communication through clothing, hairstyles, make-up, and accessories.	Professional attire, casual dress, jewelry.
Chronemics	Communication through the use and perception of time.	Punctuality, time management, waiting time.
Iconics	Interpretation of symbols and designs as a form of communication.	International traffic signs, logos.

Q146. What is non-vocal communication?

a) **Communication that involves spoken words and vocal sounds.**
b) **Communication that uses signs, signals, and symbols.**
c) **Communication that involves the use of written text only.**
d) **Communication that occurs through electronic devices.**

Answer: b) **Communication that uses signs, signals, and symbols.**

Explanation: Non-vocal communication involves using signs, signals, and symbols, as opposed to vocal communication that uses the human vocal chords.

Q147. What is the key difference between signs and signals in non-vocal communication?

a) **Signs are explicit, and signals are implicit.**
b) **Signals contain intrinsic meaning, while signs are used to convey extrinsic meanings.**
c) **Signs carry explicit meanings, and signals carry implicit meanings.**
d) **Signals and signs are the same and cannot be differentiated.**

Answer: c) **Signs carry explicit meanings, and signals carry implicit meanings.**

Explanation: Signs usually carry meanings that are intrinsic, while signals are devices that convey explicit meanings, often used in specific systems like rail transport.

Q148. What are the components of non-vocal communication?

a) **Written text and digital messages.**
b) **Voice modulation and pronunciation.**
c) **Signs, signals, and symbols.**
d) **Facial expressions and vocal tones.**

Answer: c) **Signs, signals, and symbols.**

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Explanation: The components of non-vocal communication include signs, signals, and symbols, which are used to convey meaning without spoken words.

Q149. Which type of communication uses the human vocal cords?

a) **Non-verbal communication**
b) **non-vocal communication**
c) **Vocal communication**
d) **Written communication**

Answer: c) **Vocal communication**

Explanation: Vocal communication refers to any form of communication that uses the human vocal cords, such as speaking, shouting, or producing sound effects.

Q150. What does non-verbal communication include?

a) **Written text and spoken words.**
b) **Gestures, facial expressions, and vocalizations.**
c) **Digital messages and emails.**
d) **Formal written documents and reports.**

Answer: b) **Gestures, facial expressions, and vocalizations.**

Explanation: Non-verbal communication encompasses actions like gestures, facial expressions, and vocalizations, rather than the use of words alone.

Q151. Which of the following is NOT one of the seven types of non-verbal communication?

a) **Para linguistics**
b) **Kinesics**
c) **Chronemics**
d) **Formal writing**

Answer: d) **Formal writing**

Explanation: The seven types of non-verbal communication include para linguistics, kinesics, haptics, proxemics, dress and appearance, chronemics, and iconic. Formal writing is not considered a type of non-verbal communication.

Q152. What does proxemics refer to in non-verbal communication?

a) **The use of interpersonal space and distance between individuals.**
b) **The interpretation of symbols found in objects.**
c) **The use of facial expressions and eye movements.**
d) **The study of variations in speech patterns.**

Answer: a) **The use of interpersonal space and distance between individuals.**

Explanation: Proxemics deals with how the physical distance between people communicates different meanings and is a type of non-verbal communication.

Q153. What is intrapersonal communication?

a) **Communication between two or more persons.**
b) **Communication within one person, such as talking to oneself.**
c) **Communication involving a group of people.**
d) **Communication through media to a large audience.**

Answer: b) **Communication within one person, such as talking to oneself.**

Explanation: Intrapersonal communication occurs within a single person, involving self-talk, thoughts, and perceptions.

Q154. What type of communication involves face-to-face interaction or communication at a distance between two or more people?

a) **Intrapersonal communication**
b) **Group communication**

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c) **Interpersonal communication**
d) **Mass communication**

Answer: c) **Interpersonal communication**

Explanation: Interpersonal communication takes place between two or more individuals and can be face-to-face or mediated by tools like phones or letters.

Q155. What is group communication?

a) **Communication between one person and a large audience.**
b) **Communication involving multiple people with shifts between the speaker and listener roles.**
c) **Communication within a single individual.**
d) **Communication through mass media to a broad audience.**

Answer: b) **Communication involving multiple people with shifts between the speaker and listener roles.**

Explanation: Group communication involves interactions among many people, where roles of speaker and listener can alternate.

Q156. Which type of communication involves transmitting messages through media to a large audience?

a) **Interpersonal communication**
b) **Group communication**
c) **Mass communication**
d) **Intrapersonal communication**

Answer: c) **Mass communication**

Explanation: Mass communication involves transmitting messages to a large audience through media such as print, broadcasting, or electronic media.

Q157. What are the three basic elements required in the communication process?

a) **Sender, message, and medium**
b) **Source, message, and destination**
c) **Speaker, listener, and feedback**
d) **Encoder, decoder, and channel**

Answer: b) **Source, message, and destination**

Explanation: The basic elements of the communication process include the source (sender), the message, and the destination (receiver).

Q158. What role does encoding play in the communication process?

a) **It involves the physical transmission of the message.**
b) **It is the process of interpreting the received message.**
c) **It is the process of transforming the message into a form suitable for transmission.**
d) **It is the feedback received from the recipient.**

Answer: c) **It is the process of transforming the message into a form suitable for transmission.**

Explanation: Encoding involves converting the message into a format that can be communicated effectively, such as words, symbols, or gestures.

Q159. What is the importance of establishing commonness between the sender and the receiver in the communication process?

a) **To ensure the message is delivered quickly.**
b) **To make sure the message is transmitted over the right medium.**
c) **To ensure that both the sender and receiver have similar experiences and understanding.**
d) **To avoid any form of feedback or interpretation issues.**

Answer: c) **To ensure that both the sender and receiver have similar experiences and understanding.**

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Explanation: Establishing commonness helps ensure that the sender and receiver share similar experiences and understanding, facilitating effective communication.

Q160. What additional steps are needed in practice to ensure effective communication?

a) **Only encoding the message.**
b) **Only decoding the message.**
c) **Encoding and decoding the message.**
d) **Only selecting the appropriate medium.**

Answer: c) **Encoding and decoding the message.**

Explanation: Effective communication requires both encoding the message for transmission and decoding it at the receiver's end to ensure understanding.

Q161. What is the communication cycle?

a) **A one-time transmission of messages from source to destination.**
b) **A continuous process where individuals function as transmitters and receivers alternately.**
c) **A method involving only the sender and receiver without feedback.**
d) **A process where messages are only received and not sent.**

Answer: b) **A continuous process where individuals function as transmitters and receivers alternately.**

Explanation: The communication cycle is an interactive, multidimensional process where individuals alternate between being the encoder, interpreter, and decoder of information.

Q162. What are the basic elements of the communication process?

a) **Encoder, message, channel, feedback, receiver**
b) **Information source, encoder, message, communication channel, noise, decoder, receiver**
c) **Source, medium, noise, feedback, destination**
d) **Sender, message, feedback, receiver, noise**

Answer: b) **Information source, encoder, message, communication channel, noise, decoder, receiver**

Explanation: The communication process includes the source, encoder, message, communication channel, noise, decoder, and receiver.

Q163. What role does the encoder play in the communication process?

a) **Receives and interprets the message.**
b) **Transmits the message through a channel.**
c) **Transforms ideas and information into a code for transmission.**
d) **Delivers feedback to the source.**

Answer: c) **Transforms ideas and information into a code for transmission.**

Explanation: The encoder's role is to convert ideas and information into a coded form suitable for transmission.

Q164. What is a communication channel?

a) **A medium through which messages are transmitted.**
b) **A process for decoding the message.**
c) **A device that encodes the message.**
d) **The destination of the message.**

Answer: a) **A medium through which messages are transmitted.**

Explanation: A communication channel is the medium used to convey the message from the sender to the receiver.

Q165. What are the two broad classifications of communication media?

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a) **Conventional and digital**
b) **Electronic and print**
c) **Conventional and non-conventional**
d) **Visual and auditory**

Answer: c) **Conventional and non-conventional**

Explanation: Communication media can be classified into conventional media (e.g., print media) and non-conventional media (e.g., electronic media).

Q166. Which of the following is NOT a form of print media?

a) **Books**
b) **Television**
c) **Newspapers**
d) **Magazines**

Answer: b) **Television**

Explanation: Television is an example of electronic media, not print media.

Q167. What is the main function of print media?

a) **Providing real-time news updates**
b) **Transmitting messages over long distances without physical links**
c) **Providing information and sometimes entertainment through physical publications**
d) **Sending electronic messages or documents**

Answer: c) **Providing information and sometimes entertainment through physical publications**

Explanation: Print media such as books, newspapers, and magazines provide information and entertainment through physical publications.

Q168. How does broadcasting differ from print media?

a) **Broadcasting involves physical publications, while print media uses electronic signals.**
b) **Broadcasting transmits messages using energy waves, while print media involves physical media.**
c) **Broadcasting is not used for mass communication, while print media is.**
d) **Broadcasting provides information through printed text, while print media uses electronic media.**

Answer: b) **Broadcasting transmits messages using energy waves, while print media involves physical media.**

Explanation: Broadcasting transmits messages via energy waves (radio, TV), whereas print media involves physical forms like newspapers and magazines.

Q169. What is the main advantage of electronic mail (e-mail) over traditional postal mail?

a) **E-mail is more expensive than traditional mail.**
b) **E-mail can only be sent via physical mail services.**
c) **E-mail overcomes delays associated with traditional postal services and is more economical.**
d) **E-mail does not provide any advantages over traditional mail.**

Answer: c) **E-mail overcomes delays associated with traditional postal services and is more economical.**

Explanation: E-mail provides faster and more cost-effective communication compared to traditional postal mail.

Q170. What is the key difference between videotext and teletext?

a) **Videotext is delivered over the air, while teletext is delivered by wire.**
b) **Teletext allows for real-time information requests, while videotext is pre-transmitted.**
c) **Videotext is delivered by wire, while teletext is**

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delivered over the air.
d) **Teletext is a newer technology compared to videotext.**

Answer: c) **Videotext is delivered by wire, while teletext is delivered over the air.**

Explanation: Videotext is delivered via telephone or cable lines, while teletext is broadcast over the air and viewed on television screens.

Q171. What is the primary focus of Shannon and Weaver's model of communication?

a) **Two-way interaction and feedback**
b) **Encoding, transmission, and decoding of messages**
c) **Complex relationships among humans**
d) **Receiver's interpretation of the message**

Answer: b) **Encoding, transmission, and decoding of messages**

Explanation: Shannon and Weaver's model primarily focuses on the process of encoding, transmitting, and decoding messages, along with the impact of noise on communication.

Q172. What is the main criticism of Shannon and Weaver's model?

a) **It is too complex and difficult to understand.**
b) **It does not account for feedback or two-way communication.**
c) **It overemphasizes the role of the receiver.**
d) **It lacks consideration of noise in the communication process.**

Answer: b) **It does not account for feedback or two-way communication.**

Explanation: The main criticism is that Shannon and Weaver's model is linear and does not account for feedback or the interactive nature of two-way communication.

Q173. How can Shannon and Weaver's model be adapted to include feedback?

a) **By adding an additional feedback channel with its own encoder, decoder, and noise sources**
b) **By focusing only on the noise source**
c) **By removing the receiver from the model**
d) **By simplifying the model to exclude encoding**

Answer: a) **By adding an additional feedback channel with its own encoder, decoder, and noise sources**

Explanation: To convert Shannon and Weaver's model into a two-way communication model, a feedback channel with its own encoding, decoding, and noise management is added.

Q174. According to Shannon and Weaver's model, what is 'noise'?

a) **An intentional message from the sender**
b) **Unwanted interference that affects the clarity of the message**
c) **The feedback provided by the receiver**
d) **The source of the original message**

Answer: b) **Unwanted interference that affects the clarity of the message**

Explanation: In Shannon and Weaver's model, 'noise' refers to various types of unwanted interference that can distort or affect the clarity of the transmitted message.

Q175. Which of the following best describes the nature of Shannon and Weaver's model?

a) **Interactive and multidimensional**
b) **Linear and one-way**
c) **Nonlinear and complex**
d) **Circular and feedback-oriented**

Answer: b) **Linear and one-way**

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Explanation: Shannon and Weaver's model is characterized by its linear, one-way approach to communication, focusing on the transmission of messages from source to receiver.

Q176. What significant change is suggested to make Shannon and Weaver's model more applicable to human communication?

a) **Add more noise sources**
b) **Introduce multiple encoders and decoders**
c) **Incorporate a feedback channel**
d) **Remove the concept of noise**

Answer: c) **Incorporate a feedback channel**

Explanation: Adding a feedback channel to Shannon and Weaver's model is suggested to make it more applicable to human communication by allowing for interactive, two-way exchanges.

Q177. What aspect of Shannon and Weaver's model is reflected in the practices of traditional broadcasters?

a) **Focus on receiving feedback**
b) **Emphasis on message production and transmission**
c) **Integration of interactive elements**
d) **Consideration of noise reduction**

Answer: b) **Emphasis on message production and transmission**

Explanation: Traditional broadcasters focused primarily on the production and transmission of messages, aligning with Shannon and Weaver's model's emphasis on one-way communication.

Q178. Which scholars have advanced models to address the limitations of Shannon and Weaver's model?

a) **Lasswell and Gerbner**
b) **Schramm and Kincaid**
c) **Shannon and Weaver**
d) **Berlo and Barnlund**

Answer: b) **Schramm and Kincaid**

Explanation: Scholars like Schramm and Kincaid have developed models intended to address the limitations of Shannon and Weaver's linear model by incorporating more complex, interactive elements.

Q179. What is the primary value of Lasswell's model of communication?

a) **It addresses the feedback mechanism in communication.**
b) **It provides a structuring device for analyzing communication processes.**
c) **It focuses on the technical aspects of message transmission.**
d) **It emphasizes the interactive nature of communication.**

Answer: b) **It provides a structuring device for analyzing communication processes.**

Explanation: Lasswell's model is valued for its ability to break down the communication process into distinct components for analysis.

Q180. What question does Lasswell's model address?

a) **How is noise managed in the communication process?**
b) **How does feedback affect the communication process?**
c) **Who says what in which channel to whom with what effect?**
d) **What are the roles of encoders and decoders in communication?**

Answer: c) **Who says what in which channel to whom with what effect?**

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Explanation: Lasswell's model is summarized by this question, focusing on the various components and effects of communication.

Q181. In the context of libraries, who does Lasswell's model identify as the 'Who'?

a) **Library users**
b) **Library materials**
c) **Authors, publishers, research bodies**
d) **Library staff**

Answer: c) **Authors, publishers, research bodies**

Explanation: In the context of libraries, 'Who' refers to those involved in creating or providing library materials, such as authors and publishers.

Q182. What does the 'What' in Lasswell's model refer to in a library setting?

a) **The physical library space**
b) **The symbolic contents of knowledge and use of language notations**
c) **The library's technological resources**
d) **The feedback from library users**

Answer: b) **The symbolic contents of knowledge and use of language notations**

Explanation: In a library setting, 'What' refers to the content and symbols used in library materials and information.

Q183. According to Lasswell's model, which of the following represents the 'Channel'?

a) **Library users**
b) **Books, journals, reports**
c) **Knowledge addition to individuals**
d) **Authors and publishers**

Answer: b) **Books, journals, reports**

Explanation: The 'Channel' in Lasswell's model refers to the medium through which messages are communicated, such as books and journals in a library setting.

Q184. What does the 'Whom' in Lasswell's model refer to in a library context?

a) **Library staff**
b) **The content of library materials**
c) **Library users or members of society**
d) **The feedback received from users**

Answer: c) **Library users or members of society**

Explanation: In a library context, 'Whom' refers to the individuals who receive and use the information provided by the library.

Q185. What is the main focus of George Gerbner's model of communication?

a) **The linear transmission of messages**
b) **The influence of noise on communication**
c) **The connection between the communication situation and participants' perceptions and responses**
d) **The role of feedback in communication**

Answer: c) **The connection between the communication situation and participants' perceptions and responses**

Explanation: George Gerbner's model focuses on linking the communication situation with participants' perceptions and responses, incorporating both machine and human processes.

Q186. When was George Gerbner's model of communication developed?

a) **1948**
b) **1956**

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c) **1960**
d) **1970**

Answer: b) **1956**

Explanation: George Gerbner developed his model of communication in 1956, which was conceptually different from earlier models.

Q187. How does Gerbner's model differ from earlier communication models like Shannon and Weaver's or Lasswell's?

a) **It emphasizes the technical aspects of message transmission.**
b) **It focuses on the interactive nature and participant responses in the communication process.**
c) **It addresses the role of noise in communication.**
d) **It simplifies the communication process into a linear model.**

Answer: b) **It focuses on the interactive nature and participant responses in the communication process.**

Explanation: Gerbner's model differs by emphasizing the interaction between participants and their responses to the communication situation, rather than just the linear transmission of messages.

Q188. What is the primary focus of Schramm's Model I?

a) **The interaction between participants in communication.**
b) **The encoding, transmission, and decoding of signals.**
c) **The shared field of experience between source and destination.**
d) **The continuous feedback loop in communication.**

Answer: b) **The encoding, transmission, and decoding of signals.**

Explanation: Schramm's Model I focuses on the linear process of encoding, transmitting, and decoding signals, which is like Shannon-Weaver's model.

Q189. How does Schramm's Model II differ from Schramm's Model I?

a) **It introduces the concept of shared fields of experience.**
b) **It emphasizes the feedback mechanism in communication.**
c) **It highlights the role of noise in communication.**
d) **It deals with the continuous loop of information exchange.**

Answer: a) **It introduces the concept of shared fields of experience.**

Explanation: Schramm's Model II emphasizes that effective communication occurs only when the source and destination share a common field of experience.

Q190. What is a key feature of Schramm's Model III?

a) **It focuses on a linear process of communication.**
b) **It includes the feedback and continuous loop of shared information.**
c) **It deals with the role of noise in communication.**
d) **It highlights the encoding and decoding of signals.**

Answer: b) **It includes the feedback and continuous loop of shared information.**

Explanation: Schramm's Model III incorporates the feedback mechanism and the continuous exchange of information between the parties involved in communication.

Q191. What does Schramm's Model I primarily represent?

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a) **The feedback loop in communication.**
b) **The process of encoding and decoding signals.**
c) **The interaction between participants.**
d) **The role of shared experiences.**

Answer: b) **The process of encoding and decoding signals.**

Explanation: Schramm's Model I represent the basic process of communication involving encoding, signal transmission, and decoding.

Q192. According to Schramm's Model II, what is essential for communication to occur effectively?

a) **The presence of a feedback channel.**
b) **The reduction of noise in the communication process.**
c) **A shared field of experience between the source and destination.**
d) **The continuous loop of information exchange.**

Answer: c) **A shared field of experience between the source and destination.**

Explanation: Schramm's Model II emphasizes that communication is effective only when there is a shared field of experience between the communicators.

Q193. Which of Schramm's models incorporates feedback and a continuous loop of communication?

a) **Model I**
b) **Model II**
c) **Model III**
d) **Model IV**

Answer: c) **Model III**

Explanation: Schramm's Model III includes feedback and the continuous exchange of information between communicators.

Q194. What does the term "diffusion" refer to in the context of information?

a) **The process of encoding and decoding information.**
b) **The spread of information from person to person through time and space.**
c) **The feedback received from communication.**
d) **The reduction of noise in communication.**

Answer: b) **The spread of information from person to person through time and space.**

Explanation: Diffusion refers to the process by which information, ideas, and innovations spread across individuals and societies.

Q195. What is a primary area of focus in diffusion research?

a) **The technical aspects of signal transmission.**
b) **The impact of noise on communication.**
c) **The role of social networks and psychological variables in spreading innovations.**
d) **The linear flow of information.**

Answer: c) **The role of social networks and psychological variables in spreading innovations.**

Explanation: Diffusion research focuses on how social networks, information flow, and psychological factors affect the spread of innovations and ideas.

Q196. What distinguishes contemporary diffusion studies from earlier ones?

a) **They focus solely on beneficial innovations.**
b) **They include both harmful and beneficial effects of innovations.**
c) **They are concerned only with agricultural techniques.**
d) **They emphasize the linear transmission of information.**

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Answer: b) **They include both harmful and beneficial effects of innovations.**

Explanation: Contemporary diffusion studies consider both positive and negative effects of innovations, expanding beyond earlier studies that primarily focused on beneficial changes.

Q197. What does the "neighbourhood effect" in spatial diffusion refer to?

a) **The tendency of innovations to spread more rapidly in larger urban areas.**
b) **The effect of distance on the rate of adoption and diffusion of innovations.**
c) **The hierarchical influence on the diffusion of ideas.**
d) **The increase in adoption rates due to higher population density.**

Answer: b) **The effect of distance on the rate of adoption and diffusion of innovations.**

Explanation: The neighbourhood effect refers to the observation that the rate of diffusion decreases with distance from the source of innovation, as personal communication and adoption costs are affected by proximity.

Q198. How does the "hierarchical or cascade effect" influence the adoption of innovations?

a) **Large urban areas adopt innovations before smaller urban places.**
b) **Adoption rates are the same regardless of the size of the area.**
c) **Smaller areas adopt innovations faster due to lower costs.**
d) **All areas adopt innovations at the same rate due to equal population density.**

Answer: a) **Large urban areas adopt innovations before smaller urban places.**

Explanation: The hierarchical or cascade effect describes how larger, more affluent urban areas tend to adopt innovations before smaller or less wealthy areas due to greater resources and information density.

Q199. What is the primary distinction between the neighbourhood effect and the hierarchical effect in diffusion?

a) **The neighbourhood effect relates to distance, while the hierarchical effect relates to city size and resources.**
b) **The neighbourhood effect relates to city size, while the hierarchical effect relates to distance.**
c) **The neighbourhood effect describes the speed of diffusion in rural areas, while the hierarchical effect describes it in urban areas.**
d) **The neighbourhood effect affects complex innovations, while the hierarchical effect affects simple innovations.**

Answer: a) **The neighbourhood effect relates to distance, while the hierarchical effect relates to city size and resources.**

Explanation: The neighbourhood effect involves the impact of distance on the diffusion rate, while the hierarchical effect involves the adoption patterns based on the size and resources of urban areas.

Q200. According to Marilyn Brown, which factor affects the rate of diffusion by considering whether an innovation is superior to existing practices?

a) **Compatibility**
b) **Impact on social relations**
c) **Complexity**
d) **Relative Advantage**

Answer: d) **Relative Advantage**

Explanation: Relative advantage refers to the degree to which an innovation is perceived as better than the current practices, which influences its rate of diffusion.

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Q201. What does the factor of "compatibility" refer to in the diffusion of innovations?

a) **The ease with which an innovation can be communicated to potential adopters.**
b) **The extent to which an innovation requires changes to existing sociocultural values and practices.**
c) **The visibility of the innovation and its impact on social relations.**
d) **The complexity and understanding required to use the innovation.**

Answer: b) **The extent to which an innovation requires changes to existing sociocultural values and practices.**

Explanation: Compatibility refers to how well an innovation fits with existing values, behaviors, and practices, which affects its rate of adoption.

Q202. How does "complexity" influence the diffusion of innovations?

a) **It facilitates faster adoption as it makes the innovation more understandable.**
b) **It inhibits adoption by making the innovation harder to understand and use.**
c) **It has no effect on the rate of adoption.**
d) **It increases the visibility and communication of the innovation.**

Answer: b) **It inhibits adoption by making the innovation harder to understand and use.**

Explanation: Complexity affects the rate of diffusion by making it harder for potential adopters to understand and use the innovation, which can slow down adoption.

Q203. What role does "communicability" play in the diffusion of information?

a) **It affects how visible an innovation is to potential adopters.**
b) **It determines how easily information about an innovation can be communicated to potential adopters.**
c) **It measures the relative advantage of an innovation compared to existing practices.**
d) **It influences the social impact of the innovation.**

Answer: b) **It determines how easily information about an innovation can be communicated to potential adopters.**

Explanation: Communicability refers to the ease with which information about an innovation can be shared and understood, which affects its diffusion.

Q204. What is meant by "observability" in the context of information diffusion?

a) **The extent to which an innovation is visible and noticeable to others.**
b) **The ease with which information about an innovation can be communicated.**
c) **The complexity of the innovation and its impact on adoption.**
d) **The relative advantage of the innovation over existing practices.**

Answer: a) **The extent to which an innovation is visible and noticeable to others.**

Explanation: Observability refers to how visible the use of an innovation is, which facilitates the dissemination of knowledge about it and can influence its rate of adoption.

Q205. What does the "interorganisational diffusion" process focus on?

a) **The adoption and adaptation of innovations within single industries.**
b) **The international differences in the speed of innovation diffusion.**
c) **The study of individual innovations diffusing through multiple industries.**
d) **The analysis of diffusion within the general population.**

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Answer: a) **The adoption and adaptation of innovations within single industries.**

Explanation: Interorganizational diffusion studies the adoption and adaptation processes of innovations within specific types of industries and explains differences in adoption times between institutions.

Q206. According to Rogers' model, what shape does the adoption of an innovation typically follow over time?

a) **A linear curve.**
b) **An exponential curve.**
c) **An S-shaped curve.**
d) **A circular curve.**

Answer: c) **An S-shaped curve.**

Explanation: Rogers' model suggests that the adoption of innovations typically follows an S-shaped curve when plotted over time, indicating gradual adoption followed by rapid acceptance and then stabilization.

Q207. What are the two main forces identified by the Bass model (1968) in the diffusion process?

a) **Mass media communication and word of mouth communication.**
b) **Marketing strategies and social networks.**
c) **Government policies and industry regulations.**
d) **Technological advancements and economic factors.**

Answer: a) **Mass media communication and word of mouth communication.**

Explanation: The Bass model identifies mass media and word of mouth as the two primary forces driving the diffusion of innovations.

Q208. Which of the following is NOT one of the four important assumptions mentioned by Mahajan, et al. regarding the diffusion of innovations?

a) **Diffusion of an innovation is independent of all other innovations.**
b) **Nature of an innovation changes over time.**
c) **Diffusion of an innovation is not influenced by marketing strategies.**
d) **There is only one single adoption by each adoption unit.**

Answer: b) **Nature of an innovation changes over time.**

Explanation: Mahajan, et al. highlighted that the nature of an innovation does not change over time as one of their key assumptions.

Q209. What is the primary focus of the Epidemic Model in diffusion studies?

a) **The spread of diseases as an analogy for the spread of innovations.**
b) **Economic factors influencing the adoption of innovations.**
c) **The stock levels of innovations within organizations.**
d) **The communication strategies affecting innovation adoption.**

Answer: a) **The spread of diseases as an analogy for the spread of innovations.**

Explanation: The Epidemic Model uses the analogy of disease spread to describe how innovations diffuse, employing mathematical theories of epidemics.

Q210. What does the Economic Theory Model suggest about the adoption of innovations among firms?

a) **All firms adopt innovations at the same rate regardless of size.**
b) **Larger firms are more likely to adopt innovations faster than smaller firms.**

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c) **The likelihood of adoption is independent of the firm's size.**
d) **The adoption rate is the same across different industries.**

Answer: b) **Larger firms are more likely to adopt innovations faster than smaller firms.**

Explanation: The Economic Theory Model suggests that larger firms often adopt innovations more quickly due to their greater resources and ability to absorb new technologies.

Q211. What does the Stock Adjustment Model primarily study?

a) **The investment behavior and stock levels of innovations.**
b) **The spread of innovations across different industries.**
c) **The communication strategies influencing adoption rates.**
d) **The international differences in innovation adoption.**

Answer: a) **The investment behavior and stock levels of innovations.**

Explanation: The Stock Adjustment Model is used to analyze investment behavior and stock levels, particularly focusing on equilibrium stocks over time.

Q212. How does the "Industrial Engel Curve" relate to the diffusion of innovations?

a) **It measures the relationship between firm size and the likelihood of adopting new innovations.**
b) **It analyzes the impact of marketing strategies on innovation adoption.**
c) **It describes the influence of mass media on diffusion rates.**
d) **It evaluates the speed of diffusion in relation to geographic distance.**

Answer: a) **It measures the relationship between firm size and the likelihood of adopting new innovations.**

Explanation: The Industrial Engel Curve relates the probability of a firm adopting new innovations to its size, showing that larger firms tend to adopt innovations faster.

Q213. What is the fundamental concept of the Vintage Model as proposed by Salter in 1960?

a) **New knowledge is embodied in new products and drives diffusion by replacing older products.**
b) **New knowledge is only introduced through marketing strategies.**
c) **Old products are replaced by new ones only if they are more aesthetically pleasing.**
d) **Cost reduction is not considered in the Vintage Model.**

Answer: a) **New knowledge is embodied in new products and drives diffusion by replacing older products.**

Explanation: The Vintage Model suggests that new knowledge is embodied in new products, which replace older products when the operating costs of the old products exceed their returns.

Q214. What does the Vintage Model assume about the introduction of new knowledge?

a) **New knowledge can be introduced to old equipment easily.**
b) **New knowledge is introduced through separate new equipment only.**
c) **New knowledge is embedded in old products through upgrades.**
d) **Old equipment is replaced with new knowledge-based products only if it is profitable.**

Answer: b) **New knowledge is introduced through separate new equipment only.**

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Explanation: The Vintage Model assumes that new knowledge cannot be introduced on old equipment and is only introduced through new equipment.

Q215. What does the appearance of a cost-saving process innovation imply in the Vintage Model?

a) **Immediate replacement of some old products because new products are more cost-effective.**
b) **Immediate discontinuation of all old products.**
c) **A decrease in the efficiency of all old products.**
d) **No impact on existing capital stock.**

Answer: a) **Immediate replacement of some old products because new products are more cost-effective.**

Explanation: According to the Vintage Model, a cost-saving process innovation will make it profitable to replace some old products because new products have lower total costs.

Q216. What are the main assumptions of the Vintage Model?

a) **Cost minimization, visibility of plant, and introduction of new knowledge on old equipment.**
b) **Cost minimization, invisibility of plant, and embodiment of knowledge in new products.**
c) **Cost minimization, marketing strategies, and gradual replacement of old products.**
d) **Cost maximization, visibility of plant, and incremental improvements in old products.**

Answer: b) **Cost minimization, invisibility of plant, and embodiment of knowledge in new products.**

Explanation: The Vintage Model relies on assumptions of cost minimization, invisibility of plant, and that new knowledge is embodied in new products.

Q217. What are the four elements of information diffusion according to Elfreda A. Chatman?

a) **Innovation, communication, social structure, and time.**
b) **Innovation, marketing, technology, and time.**
c) **Communication, social structure, marketing, and decision-making.**
d) **Social structure, technology, decision-making, and communication.**

Answer: a) **Innovation, communication, social structure, and time.**

Explanation: Elfreda A. Chatman identifies four elements in information diffusion: innovation, communication, social structure, and time.

Q218. How does the "Attributes of Innovation Model" contribute to understanding information diffusion?

a) **By explaining characteristics that may influence the acceptance or rejection of innovations.**
b) **By analyzing marketing strategies that affect diffusion.**
c) **By detailing the stages of decision-making in information diffusion.**
d) **By focusing on the impact of social structure on diffusion.**

Answer: a) **By explaining characteristics that may influence the acceptance or rejection of innovations.**

Explanation: The Attributes of Innovation Model examines characteristics that affect how innovations are accepted or rejected, contributing to understanding information diffusion.

Q219. Why does the "Stages of Adoption Model" have limited applicability to job information diffusion?

a) **Job information has a finite usefulness and is limited to the number of available positions.**
b) **Job information is not influenced by stages of**

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adoption.
c) **Job information diffusion is purely based on marketing strategies.**
d) **Job information diffuses at a uniform rate regardless of stages.**

Answer: a) **Job information has a finite usefulness and is limited to the number of available positions.**

Explanation: The Stages of Adoption Model has limited applicability to job information because its usefulness is finite and constrained by the number of available positions.

Q220. According to Sweeny (1989), what is crucial for making innovation commercially successful and giving a competitive edge?

a) **The quality of information activities and the information process within a firm.**
b) **The quantity of market research conducted by a firm.**
c) **The number of patents a firm holds.**
d) **The size of the firm's R&D department.**

Answer: a) **The quality of information activities and the information process within a firm.**

Explanation: Sweeny (1989) highlights that the quality of information activities and the information process is crucial for making innovation commercially successful and gaining a competitive edge.

Q221. What role does information play in the innovation process, according to Michael E. Porter (1990)?

a) **Information is crucial for seeking new market opportunities and interpreting available data in innovative ways.**
b) **Information is only useful for administrative purposes.**
c) **Information is irrelevant if a firm has a strong R&D department.**
d) **Information primarily aids in managing production processes.**

Answer: a) **Information is crucial for seeking new market opportunities and interpreting available data in innovative ways.**

Explanation: Michael E. Porter (1990) states that information plays a significant role in seeking new market opportunities and interpreting data in innovative ways, sometimes resulting from substantial investment in market research or R&D.

Q222. How does innovation typically begin, according to the observed studies?

a) **Through the perception of a need or recognition of technical feasibility.**
b) **Through aggressive marketing strategies.**
c) **Through imitation of existing products.**
d) **Through random experimentation without a clear goal.**

Answer: a) **Through the perception of a need or recognition of technical feasibility.**

Explanation: Studies suggest that innovation often begins with the perception of a need or recognition of technical feasibility, leading to the initiation of technological breakthroughs.

Q223. What is the primary function of an R&D establishment as described by Maddock?

a) **To act as a link in the innovation chain to facilitate efficient innovation flow.**
b) **To focus solely on administrative tasks within the organization.**
c) **To manage only the financial aspects of innovation projects.**
d) **To oversee the marketing and sales of new products.**

Answer: a) **To act as a link in the innovation chain to facilitate efficient innovation flow.**

Explanation: Maddock describes the main function of an R&D establishment as acting as a link in the

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innovation chain to enable the innovation flow to occur more efficiently.

Q224. Which role is NOT listed as a function of an R&D establishment?

a) **Providing an opportunity to bring relevant disciplines together.**
b) **Applying science and technology at the lowest cost.**
c) **Managing the sales and marketing of innovations.**
d) **Assessing the feasibility of an innovation project.**

Answer: c) **Managing the sales and marketing of innovations.**

Explanation: The functions of an R&D establishment include bringing disciplines together, applying science and technology cost-effectively, and assessing feasibility, but do not include managing sales and marketing.

Q225. How do company and corporate research and development establishments differ from cooperative or national research institutes?

a) **Company and corporate R&D focus on industrial innovation and new product development, while national research institutes focus on process improvement and technological infrastructure.**
b) **Company and corporate R&D focus solely on process improvement, while national research institutes focus on new product development.**
c) **Company and corporate R&D are less involved in technological infrastructure than national research institutes.**
d) **Cooperative or national research institutes are primarily concerned with marketing strategies.**

Answer: a) **Company and corporate R&D focus on industrial innovation and new product development, while national research institutes focus on process improvement and technological infrastructure.**

Explanation: Company and corporate R&D establishments typically focus on industrial innovation and new product development, while national research institutes emphasize process improvement and technological infrastructure.

Q226. What broad guidelines are suggested for industrial firms to make the best use of external information sources?

a) **Establish in-house libraries, use correspondence information systems, and implement monitoring and business intelligence systems.**
b) **Focus solely on increasing the number of patents and trademarks.**
c) **Invest in marketing and sales strategies exclusively.**
d) **Limit the use of external information sources to avoid information overload.**

Answer: a) **Establish in-house libraries, use correspondence information systems, and implement monitoring and business intelligence systems.**

Explanation: The guidelines for utilizing external information sources effectively include establishing in-house libraries, using correspondence information systems, and implementing monitoring and business intelligence systems.

Q227. What are the types of information sources?

a) **Books, journals, trade literature, newspapers, patents, standards, manuals.**
b) **Only digital data and online resources.**
c) **Marketing surveys and financial reports.**
d) **Internal memos and company emails.**

Answer: a) **Books, journals, trade literature, newspapers, patents, standards, manuals.**

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Explanation: The types of information sources listed include books, journals, trade literature, newspapers, patents, standards, and manuals.

Q228. How do the information need of entrepreneurs establishing new industries differ from those of existing industries?

a) **small firms may need advice on setting up in-house libraries and information services.**
b) **Existing industries require more advanced financial management systems.**
c) **New industries only need assistance with marketing strategies.**
d) **There is no significant difference in information needs between new and existing industries.**

Answer: a) **Small firms may need advice on setting up in-house libraries and information services.**

Explanation: Entrepreneurs establishing new industries may need advice on setting up in-house libraries and information services, while existing industries may have different information needs.

Q229. Why is it important for management to be receptive to risk-taking in the context of innovation?

a) **Because innovation requires a willingness to take risks to foster new ideas and technologies.**
b) **Because risk-taking is irrelevant to the success of innovation.**
c) **Because it primarily affects the marketing strategies of the organization.**
d) **Because risk-taking can lead to immediate financial gains.**

Answer: a) **Because innovation requires a willingness to take risks to foster new ideas and technologies.**

Explanation: Management's receptiveness to risk-taking is crucial for encouraging innovation, as it involves embracing new ideas and technologies despite uncertainties.

Q230. What is the focus of government policies regarding innovation support in different countries?

a) **Supporting large industrial firms and stimulating innovation through removal of impediments or subsidies for industrial R&D.**
b) **Only providing financial aid to small firms without additional support.**
c) **Eliminating all forms of government intervention in innovation.**
d) **Focusing solely on technology transfer without supporting local innovation.**

Answer: a) **Supporting large industrial firms and stimulating innovation through removal of impediments or subsidies for industrial R&D.**

Explanation: Government policies often focus on supporting large industrial firms, stimulating innovation by removing impediments, and providing subsidies for industrial R&D.

UNIT 6 GENERATION OF INFORMATION: MODES AND FORMS

Q231. How do deaf and dumb individuals primarily communicate?

a) **Using sign languages developed for communication through hands, fingers, and other body parts.**
b) **Through written letters and emails.**
c) **By using oral speech and sound-based communication.**
d) **Via visual aids such as pictures and diagrams.**

Answer: a) **Using sign languages developed for communication through hands, fingers, and other body parts.**

Explanation: Deaf and dumb individuals use sign language, which involve communicating through

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gestures made with hands, fingers, and other parts of the body.

Q232. What were some of the materials used for recording handwritten information in ancient times?

a) **Papyrus, parchment, vellum, bhurjapatra, palm leaves, terracotta tablets, bamboo strips.**
b) **Only modern paper and ink.**
c) **Digital storage devices like CDs and DVDs.**
d) **Plastic and synthetic materials.**

Answer: a) **Papyrus, parchment, vellum, bhurjapatra, palm leaves, terracotta tablets, bamboo strips.**

Explanation: In ancient times, materials like papyrus, parchment, vellum, bhurjapatra, palm leaves, terracotta tablets, and bamboo strips were used for recording handwritten information.

Q233. What role did Johannes Gutenberg's technique of printing play in the dissemination of information?

a) **It led to a rapid increase in the circulation of books, including religious writings and classical works.**
b) **It solely focused on enhancing handwritten manuscripts.**
c) **It restricted the spread of information to only certain regions.**
d) **It had no significant impact on the production of books.**

Answer: a) **It led to a rapid increase in the circulation of books, including religious writings and classical works.**

Explanation: Johannes Gutenberg's printing technique significantly increased the circulation of books, particularly religious writings and classical works, by making printed information more widely available.

Q234. What does the digitized form of information use to record data?

a) **Two digits: 0 and 1.**
b) **Only alphabetical characters.**
c) **Handwritten scripts and symbols.**
d) **Photographs and illustrations.**

Answer: a) **Two digits: 0 and 1.**

Explanation: The digitized form of information uses binary digits (0 and 1) to record data.

Q235. What is an example of condensed form of information?

a) **Abstracts and summaries.**
b) **Detailed research reports.**
c) **Full-length novels and textbooks.**
d) **Comprehensive data sets and raw data.**

Answer: a) **Abstracts and summaries.**

Explanation: Condensed forms of information include abstracts and summaries, which provide a brief overview of longer documents or texts.

Q236. How is coded information typically represented?

a) **Using numbers, letters, and symbols.**
b) **Through detailed narrative descriptions.**
c) **As photographic images and visual diagrams.**
d) **In plain text without any form of encoding.**

Answer: a) **Using numbers, letters, and symbols.**

Explanation: Coded information is often represented using numbers, letters, and symbols, sometimes in combinations.

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Q237. What is the primary use of Morse code in telegraphy?

a) **To send telegrams using dots and dashes.**
b) **To create detailed graphical representations of information.**
c) **To encode digital data using binary code.**
d) **To print large volumes of text quickly.**

Answer: a) **To send telegrams using dots and dashes.**

Explanation: Morse code is used in telegraphy to send telegrams, utilizing dots and dashes to represent letters and numbers.

Q238. What is an example of how information was translated in ancient times?

a) **The Rosetta Stone, which included hieroglyphic content and its translation in demotic and Greek.**
b) **Modern digital translation tools used for online communication.**
c) **Oral translations performed during international conferences today.**
d) **Current methods of translating scientific research articles.**

Answer: a) **The Rosetta Stone, which included hieroglyphic content and its translation in demotic and Greek.**

Explanation: The Rosetta Stone featured hieroglyphic content alongside translations in demotic and Greek, which helped in deciphering Egyptian hieroglyphics and revealing Egypt's history.

Q239. In which form is information translated when a speech is delivered in one language and immediately translated into several other languages by interpreters?

a) **Oral to Oral Form**
b) **Oral to Written Form**
c) **Written to Oral Form**
d) **Written to Written Form**

Answer: a) **Oral to Oral Form**

Explanation: This scenario involves translating spoken information from one language to another immediately, which is referred to as oral-to-oral form.

Q240. How did the translation from oral to written form occur in the 1950s at Purnea Zila School?

a) **Bengali students translated lectures delivered in Hindi into Bengali and took notes.**
b) **Teachers wrote lectures in Bengali while students translated them orally into Hindi.**
c) **English lessons were translated into multiple regional languages for all students.**
d) **Students transcribed English lectures directly into Hindi without translation.**

Answer: a) **Bengali students translated lectures delivered in Hindi into Bengali and took notes.**

Explanation: In this case, Bengali students mentally translated Hindi lectures into Bengali for notetaking, demonstrating an oral to written form of translation.

Q241. What is an example of a written-to-written form of translation?

a) **The translation of Nehru's "Glimpses of World History" into multiple languages.**
b) **Oral translation of English poems into local languages by teachers.**
c) **Live translation of speeches during international conferences.**
d) **Converting spoken language into sign language during lectures.**

Answer: a) **The translation of Nehru's "Glimpses of World History" into multiple languages.**

Explanation: Translating a written book into different languages represents the written-to-written form of translation.

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Q242. What is disguised form of information?

a) **Sentences that appear innocuous to the public but carry a hidden meaning for a specific audience.**
b) **Detailed and explicit communication meant for public understanding.**
c) **Information presented in a straightforward and unambiguous manner.**
d) **Data that is encoded and requires a key for deciphering.**

Answer: a) **Sentences that appear innocuous to the public but carry a hidden meaning for a specific audience.**

Explanation: Disguised form of information involves using sentences that seem harmless but convey hidden messages to those who understand the context.

Q243. What distinguishes secondary information from primary information?

a) **Secondary information is derived from primary information, such as abstracts or editorials.**
b) **Primary information is summarized from secondary sources.**
c) **Secondary information is collected directly from original research or experiments.**
d) **Primary information is always published in books and journals.**

Answer: a) **Secondary information is derived from primary information, such as abstracts or editorials.**

Explanation: Secondary information is generated based on primary information, such as creating abstracts or editorials from original research.

Q244. What type of information is produced when a review article is based on abstracts of original articles?

a) **Tertiary Information**
b) **Secondary Information**
c) **Primary Information**
d) **Disguised Information**

Answer: a) **Tertiary Information**

Explanation: A review article based on abstracts of original articles produces tertiary information, as it is derived from secondary sources.

UNIT 7 INFORMATION THEORY

Q245. What was the main focus of Claude E. Shannon's 1948 paper "A Mathematical Theory of Communication"?

a) **Digital communication systems and the sampling theorem.**
b) **The semantics of information and its interpretation.**
c) **The historical development of communication theories.**
d) **The cultural impact of information technology.**

Answer: a) **Digital communication systems and the sampling theorem.**

Explanation: Shannon's paper primarily addressed digital communication systems and proposed solutions for efficient information representation and error-free transmission, including the famous sampling theorem.

Q246. Which scientist's work did Shannon build upon for his sampling theorem?

a) **H. Nyquist**
b) **R.V.L. Hartley**
c) **W. Weaver**
d) **Claude E. Shannon**

Answer: a) **H. Nyquist**

Explanation: Shannon's sampling theorem was built upon Nyquist's earlier work, which established the

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minimal sampling rate required for converting analog signals to digital without loss of information.

Q247. What was R.V.L. Hartley's contribution to the field of information theory?

a) **He proposed a measure for syntactic information.**
b) **He developed the sampling theorem.**
c) **He introduced the concept of channel coding.**
d) **He established the theory of digital communication systems.**

Answer: a) **He proposed a measure for syntactic information.**

Explanation: Hartley was the first to propose a measure for syntactic information, which Shannon later generalized by incorporating probability concepts.

Q248. Which approach to information theory is often considered the American tradition?

a) **Syntactic information theory**
b) **Semantic-centred approach**
c) **Context-dependent approach**
d) **Recipient-centred approach**

Answer: a) **Syntactic information theory**

Explanation: The syntactic approach, largely developed by Shannon and his associates, is often considered the American tradition of information theory.

Q249. What does the semantic-independent approach to information theory focus on?

a) **Information communication and storage aspects, ignoring semantic aspects.**
b) **The semantics and meaning of information in different contexts.**
c) **The recipient's interpretation and understanding of information.**
d) **The impact of information on social and cultural contexts.**

Answer: a) **Information communication and storage aspects, ignoring semantic aspects.**

Explanation: The semantic-independent approach, also known as syntactic information theory, focuses on the communication and storage of information without considering its semantic meaning.

Q250. Which of the following is NOT one of the four categories of approaches to information theory mentioned?

a) **Semantic-centered approach**
b) **Context-dependent approach**
c) **Recipient-centered approach**
d) **Data-driven approach**

Answer: d) **Data-driven approach**

Explanation: The four categories mentioned are semantic-centered, context-dependent, recipient-centered, and semantic-independent approaches. Data-driven approach is not included in these categories.

Q251. What is the main emphasis of the semantic-centered approach to information theory?

a) **Context-independent measurement of information content of messages.**
b) **Efficient and reliable communication and storage of information.**
c) **Evaluation of information based on contextual aspects like place and time.**
d) **User's needs and relevance of the information.**

Answer: a) **Context-independent measurement of information content of messages.**

Explanation: The semantic-centered approach focuses on evaluating the relative information content of messages without considering the context of the source or recipient.

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Q252. What is another name for the context-dependent approach in information theory?

a) **Syntactic information approach**
b) **User-centered information approach**
c) **Pragmatic information approach**
d) **Semantic-independent information approach**

Answer: c) **Pragmatic information approach**

Explanation: The context-dependent approach is also known as the pragmatic information approach, as it considers contextual aspects such as place and time in evaluating information content.

Q253. How does the user-centered approach to information theory differ from other approaches?

a) **It is context-independent and focuses on information content.**
b) **It considers the user's needs and assigns different values to information based on relevance.**
c) **It ignores semantic aspects and focuses on communication efficiency.**
d) **It solely deals with the mathematical aspects of information theory.**

Answer: b) **It considers the user's needs and assigns different values to information based on relevance.**

Explanation: The user-centered approach varies depending on the user's perspective and the relevance of the information to them, making it either context-dependent or context-independent.

Q254. What is the focus of the semantic-independent approach to information theory?

a) **Efficient and reliable communication and storage of information, ignoring semantic aspects.**
b) **Evaluating information based on the user's context and needs.**
c) **Measurement of relative information content without regard to the sender's choice of message.**
d) **Integration of semantic and syntactic aspects of information.**

Answer: a) **Efficient and reliable communication and storage of information, ignoring semantic aspects.**

Explanation: The semantic-independent approach, also known as syntactic information theory, focuses on the efficiency and reliability of information communication and storage without considering its semantic meaning.

Q255. Which term is used to denote studies that ignore semantic aspects of information?

a) **Syntactic studies**
b) **Pragmatic studies**
c) **Semantic-centered studies**
d) **User-centered studies**

Answer: a) **Syntactic studies**

Explanation: Syntactic studies refer to the analysis of information focusing on its formal structure rather than its semantic content.

Q256. What is the definition of information provided in the Unit?

a) **A description of the state of an object.**
b) **A measurement of the content of a message.**
c) **The efficiency of communication between sender and receiver.**
d) **The relevance of information to the recipient.**

Answer: a) **A description of the state of an object.**

Explanation: Information is defined as a description of the state of an object, which can be verbal or non-verbal.

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Q257. What are the four levels of human thought process as depicted in the model?

a) **Data, Information, Knowledge, Wisdom**
b) **Data, Context, Message, Meaning**
c) **Knowledge, Wisdom, Communication, Information**
d) **Facts, Analysis, Insights, Decisions**

Answer: a) **Data, Information, Knowledge, Wisdom**

Explanation: The four levels of human thought process are data, information, knowledge, and wisdom, which represent a continuum with overlapping areas.

Q258. What is meant by the "knowledge continuum" in the context of the four-level abstraction model?

a) **The overlap and transition between data, information, knowledge, and wisdom.**
b) **The separation between raw data and abstract concepts.**
c) **The progression from one specific knowledge area to another.**
d) **The continuity in the measurement of information.**

Answer: a) **The overlap and transition between data, information, knowledge, and wisdom.**

Explanation: The knowledge continuum refers to the overlapping and transitional nature of the levels from data to wisdom, reflecting their interconnectedness.

Q259. At the lowest level of abstraction, what is considered raw data?

a) **A collection of facts observable from nature or experimental outcomes.**
b) **Abstract insights derived from data analysis.**
c) **Personal interpretations and subjective assessments.**
d) **Comprehensive theories and models.**

Answer: a) **A collection of facts observable from nature or experimental outcomes.**

Explanation: Raw data includes basic facts and measurements collected from nature or experiments, representing the initial level of abstraction.

Q260. What is the basis of Shannon's approach in information theory?

a) **Recipient-centric perspective**
b) **Context-dependent communication**
c) **Source-centric perspective**
d) **Pragmatic approach**

Answer: c) **Source-centric perspective**

Explanation: Shannon's approach is based on a source-centric perspective, where the focus is on the source's role in deciding what messages to send.

Q261. What does Shannon's model assume about the source in communication?

a) **The source considers the situation and recipient's condition.**
b) **The source independently decides on the message without considering the recipient's condition.**
c) **The source adjusts its messages based on feedback from the recipient.**
d) **The source is influenced by noise and errors in the channel.**

Answer: b) **The source independently decides on the message without considering the recipient's condition.**

Explanation: Shannon's model assumes that the source operates independently of the recipient's situation or condition, which is not entirely accurate in real human communication.

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Q262. What is the term used for the average information content of a message over a long period of time in Shannon's model?

a) **Source information rate (SIR)**
b) **Message entropy**
c) **Source entropy**
d) **Information content**

Answer: c) **Source entropy**

Explanation: The average information content per message in a sequence is referred to as source entropy or information entropy, denoted by the symbol H.

Q263. What is the main focus of Shannon's source coding method?

a) **Improving the reliability of communication channels**
b) **Reducing noise in the communication channel**
c) **Achieving efficiency in communication**
d) **Adjusting the message based on the recipient's needs**

Answer: c) **Achieving efficiency in communication**

Explanation: Shannon proposed source coding as a method to achieve efficiency in communication by encoding information in a way that minimizes redundancy.

Q264. What does the model in Fig. 7.3(a) assume about the communication channel?

a) **The channel is prone to errors and noise**
b) **The channel affects the signal quality**
c) **The channel is error-free and reliable**
d) **The channel introduces delays in communication**

Answer: c) **The channel is error-free and reliable**

Explanation: The model assumes an ideal channel that can transport information with perfect accuracy, unaffected by noise or impairments.

Q265. What is the extension of the idea of source entropy in Shannon's model?

a) **Message entropy**
b) **Channel capacity**
c) **Source information rate (SIR)**
d) **Coding efficiency**

Answer: c) **Source information rate (SIR)**

Explanation: The concept of source information rate (SIR) extends the idea of source entropy, referring to the rate at which information is produced by the source.

UNIT 8 DIGITAL INFORMATION

Q266. What is the term used for documents that contain digital information?

a) **Print documents**
b) **Digital documents**
c) **E-books**
d) **Analog documents**

Answer: b) **Digital documents**

Explanation: Documents that contain digital information are referred to as digital documents, which may also be called e-documents or e-papers.

Q267. What are the additional components found in digital documents compared to print documents?

a) **Text and figures**
b) **Graphs and tables**
c) **Voice, music, animation, and motion video**
d) **Only text and photographs**

Answer: c) **Voice, music, animation, and motion video**

Explanation: Unlike print documents, digital documents can include multimedia components such as voice, music, animation, and motion video.

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Q268. What distinguishes a digital multimedia component from a digitized multimedia component?

a) **Digital components are created on the computer, while digitized components are converted from non-electronic or analog sources.**
b) **Digitized components are created on the computer, while digital components are scanned from non-electronic sources.**
c) **Both digital and digitized components are created from analog sources.**
d) **Digital components are always in color, while digitized components are black and white.**

Answer: a) **Digital components are created on the computer, while digitized components are converted from non-electronic or analog sources.**

Explanation: Digital components are directly created on the computer, while digitized components are converted from non-electronic or analog sources through scanning or photographic processes.

Q269. What is created when text is digitized by a photographic process?

a) **Digital text**
b) **Image map of each character**
c) **Computer animation**
d) **Digitized video**

Answer: b) **Image map of each character**

Explanation: When text is digitized by a photographic process, an image map of each character is created, which needs further processing to be used as digital text characters.

Q270. Which feature of digital documents allows for instant searchability of specific strings of characters?

a) **Annotation**
b) **Editing**
c) **Searchability**
d) **Likability**

Answer: c) **Searchability**

Explanation: Digital text documents are searchable, allowing users to locate specific strings of characters, such as keywords, instantly.

Q271. How can digital documents be annotated?

a) **By adding images**
b) **By creating hyperlinks**
c) **With searchable texts**
d) **By changing document formats**

Answer: c) **With searchable texts**

Explanation: Digital documents can be annotated with texts that are searchable, enhancing the document's usability.

Q272. What feature allows digital documents to be shared by many users at the same time?

a) **Linkability**
b) **Transferability**
c) **Shareability**
d) **Searchability**

Answer: c) **Shareability**

Explanation: Digital documents can be shared by multiple users simultaneously, a key advantage over paper-based documents.

Q273. How many characters are typically included in the character set for English text?

a) **26**
b) **52**
c) **95**
d) **128**

Answer: c) **95**

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Explanation: The character set for English text includes 26 upper case letters, 26 lower case letters, 10 digits, and special symbols, totaling 95 characters.

Q274. Why is a 7-bit string adequate to represent all the characters in the text character set?

a) **It provides 64 combinations.**
b) **It provides 95 combinations.**
c) **It provides 128 combinations.**
d) **It provides 256 combinations.**

Answer: c) **It provides 128 combinations.**

Explanation: A 7-bit string provides 128 combinations, which is sufficient to represent all 95 characters in the text character set.

Q275. What is the primary use of the spare 33 combinations in a 7-bit code?

a) **To represent additional characters**
b) **To control various aspects of information communication**
c) **To store images**
d) **To encode encryption keys**

Answer: b) **To control various aspects of information communication**

Explanation: The spare 33 combinations in a 7-bit code are used for control characters or control codes, which are used to communicate special signals to devices like printers.

Q276. What is the standard 7-bit code used widely for text representation?

a) **Extended Binary Coded Decimal Interchange Code (EBCDIC)**
b) **Rich Text Format (RTF)**
c) **American Standard Code for Information Interchange (ASCII)**
d) **International Standard Code for Information Interchange (ISCII)**

Answer: c) **American Standard Code for Information Interchange (ASCII)**

Explanation: ASCII is the most widely used 7-bit code for text representation.

Q277. What does the extra bit in an 8-bit representation of ASCII typically used for?

a) **Representing additional characters**
b) **Formatting text**
c) **Error detection**
d) **Encrypting data**

Answer: c) **Error detection**

Explanation: The extra bit in an 8-bit ASCII representation is used for error detection.

Q278. What is the primary purpose of Rich Text Format (RTF) in digital text documents?

a) **To store files in a binary format**
b) **To provide a standard for transporting text documents across different computers and software**
c) **To encode text in a 7-bit code**
d) **To encrypt text files**

Answer: b) **To provide a standard for transporting text documents across different computers and software**

Explanation: RTF is a widely used standard for conveying formatting information and standard file formats for transporting text documents across different systems and software.

Q279. What is a key feature of Extended Binary Coded Decimal Interchange Code (EBCDIC)?

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a) **It is a 7-bit representation of characters.**
b) **It is used mainly on large IBM computers and is an 8-bit code.**
c) **It is used for formatting text.**
d) **It is used for encrypting text documents.**

Answer: b) **It is used mainly on large IBM computers and is an 8-bit code.**

Explanation: EBCDIC is an 8-bit code used primarily on large IBM computers.

Q280. What is the primary purpose of scanning or photographic imaging in digitizing a document?

a) **To convert the document to an electronic format**
b) **To improve the quality of the printed document**
c) **To add color to the document**
d) **To print additional copies of the document**

Answer: a) **To convert the document to an electronic format**

Explanation: Scanning or photographic imaging is used to convert a non-electronic document into an electronic format for digitization.

Q281. What is the main difference between analog and digital imaging devices?

a) **Analog devices produce binary digits, while digital devices produce wave-like signals.**
b) **Analog devices produce wave-like signals, while digital devices produce binary digits.**
c) **Analog devices use a camera, while digital devices use a scanner.**
d) **Analog devices are faster than digital devices.**

Answer: b) **Analog devices produce wave-like signals, while digital devices produce binary digits.**

Explanation: Analog devices produce wave-like electrical signals, whereas digital devices produce voltage levels representing binary digits.

Q282. What term describes the individual dots used in the scanning process?

a) **Pels**
b) **Pixels**
c) **Voxels**
d) **Dots**

Answer: b) **Pixels**

Explanation: The individual dots used in the scanning process are called pixels, which stand for picture elements.

Q283. What does dpi stand for in the context of scanning resolution?

a) **Dots per inch**
b) **Digital pixels index**
c) **Data per inch**
d) **Dots per image**

Answer: a) **Dots per inch**

Explanation: DPI stands for dots per inch, which measures the density of dots in scanning resolution.

Q284. What is the typical bit depth used for representing 256 levels of grey in a B&W document scan?

a) **4-bit string**
b) **8-bit string**
c) **16-bit string**
d) **24-bit string**

Answer: b) **8-bit string**

Explanation: An 8-bit string (byte) is used to represent 256 levels of grey in a B&W document scan.

Q285. How many grey levels can be distinguished using a 4-bit string in a B&W document scan?

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a) **16 levels**
b) **256 levels**
c) **32 levels**
d) **64 levels**

Answer: a) **16 levels**

Explanation: A 4-bit string (nibble) can distinguish 16 grey levels in a B&W document scan.

Q286. What is the effect of increasing the scanning resolution on the time required to scan a document?

a) **It decreases the time required to scan the document.**
b) **It has no effect on the time required to scan the document.**
c) **It increases the time required to scan the document.**
d) **It makes the document more readable.**

Answer: c) **It increases the time required to scan the document.**

Explanation: Higher scanning resolution increases the number of pixels and therefore the time required to scan the document.

Q287. How many grey levels are typically recognized by commercial facsimile (fax) machines using scanning techniques?

a) **2 levels**
b) **16 levels**
c) **256 levels**
d) **1024 levels**

Answer: a) **2 levels**

Explanation: Commercial fax machines typically recognize only two grey levels: black and white.

Q288. Why is image compression necessary after scanning an image?

a) **To increase the storage space required for the image**
b) **To reduce the size of the scanned image file and save storage space**
c) **To improve the quality of the scanned image**
d) **To convert the image into a different color format**

Answer: b) **To reduce the size of the scanned image file and save storage space**

Explanation: Image compression is used to reduce the size of the scanned image file and save storage space, as scanned images can be very large.

Q289. What are the two broad classes of image compression techniques?

a) **Lossy and lossless**
b) **Information preserving and approximation**
c) **Color and grayscale**
d) **High-resolution and low-resolution**

Answer: b) **Information preserving and approximation**

Explanation: The two broad classes of image compression techniques are information preserving and approximation techniques.

Q290. What does the compression ratio (CR) measure in image compression?

a) **The amount of detail lost during compression**
b) **The difference between the original and compressed image sizes**
c) **The number of colors in the image**
d) **The speed of the compression process**

Answer: b) **The difference between the original and compressed image sizes**

Explanation: The compression ratio (CR) measures the ratio of the size of the uncompressed image to the size of the compressed image.

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Q291. Which technique is generally used for documents containing factual data, information preserving or approximation?

a) **Approximation techniques**
b) **Information preserving techniques**
c) **Color scanning techniques**
d) **High-resolution techniques**

Answer: b) **Information preserving techniques**

Explanation: Information preserving techniques are used for documents containing factual data to ensure the integrity of the contents is maintained.

Q292. What is the typical range of compression ratios produced by most compression software packages?

a) **1 - 5**
b) **5 - 10**
c) **10 - 20**
d) **20 - 30**

Answer: c) **10 - 20**

Explanation: Most compression software packages produce a compression ratio in the range of 10 to 20.

Q293. How does color scanning differ from black-and-white scanning in terms of data size?

a) **Color scanning produces data that is smaller than black-and-white scanning.**
b) **Color scanning and black-and-white scanning produce data of the same size.**
c) **Color scanning produces data that is three times larger than black-and-white scanning.**
d) **Color scanning produces data that is six times larger than black-and-white scanning.**

Answer: c) **Color scanning produces data that is three times larger than black-and-white scanning.**

Explanation: Colour scanning produces 3 bytes of digital data for each pixel, making the size of a colour image three times larger than a black-and-white image for the same scanning resolution.

Q294. How many bytes of digital data does a high-resolution color scanner use for each pixel?

a) **1 byte**
b) **3 bytes**
c) **6 bytes**
d) **8 bytes**

Answer: c) **6 bytes**

Explanation: High-resolution color scanners use 16 bits (2 bytes) for each color (red, green, blue), totaling 6 bytes of digital data for each pixel.

Q295. What frequency range do human eyes recognize for color perception?

a) **1 × 10^14 - 3 × 10^14 Hz**
b) **2 × 10^14 - 6 × 10^14 Hz**
c) **4 × 10^14 - 8 × 10^14 Hz**
d) **6 × 10^14 - 10 × 10^14 Hz**

Answer: c) **4 × 10^14 - 8 × 10^14 Hz**

Explanation: Human vision recognizes radiation in the frequency range of 4 × 10^14 to 8 × 10^14 Hz, which corresponds to the colors of the rainbow.

Q296. Why is it beneficial to store text information in ASCII form instead of as scanned images?

a) **ASCII form requires more storage space than scanned images.**
b) **Scanned images are more efficient for storing text information.**
c) **ASCII form requires significantly less storage space compared to scanned images.**
d) **ASCII form is not suitable for text information.**

Answer: c) **ASCII form requires significantly less storage space compared to scanned images.**

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Explanation: Storing text information in ASCII form requires much less storage space compared to storing it as scanned images.

Q297. What is Optical Character Recognition (OCR)?

a) **A process of converting scanned images into ASCII text files.**
b) **A method of compressing scanned images.**
c) **A technique for manually editing text files.**
d) **A system for managing document retrieval and distribution.**

Answer: a) **A process of converting scanned images into ASCII text files.**

Explanation: Optical Character Recognition (OCR) involves processing scanned images to recognize character patterns and reconstruct text files from these images.

Q298. When is character recognition likely to be highly successful?

a) **With handwritten documents.**
b) **With documents containing a mix of images and text.**
c) **With typewritten or printed documents.**
d) **With scanned images of photographs.**

Answer: c) **With typewritten or printed documents.**

Explanation: Character recognition is more successful with typewritten or printed documents compared to handwritten ones.

Q299. What kind of software is commonly used to aid in the editing process after character recognition?

a) **Document management software**
b) **Optical storage software**
c) **Spelling and grammar checking software**
d) **Scanning software**

Answer: c) **Spelling and grammar checking software**

Explanation: Spelling and grammar checking software helps in manually editing the output of character recognition to ensure accuracy.

Q300. What is a key component of a typical document management system?

a) **Only a scanner and character recognition software**
b) **A scanner, character recognition software, office management software, a personal computer, a printer, and optical storage devices**
c) **A printer and optical storage devices only**
d) **Office management software and personal computer only**

Answer: b) **A scanner, character recognition software, office management software, a personal computer, a printer, and optical storage devices**

Explanation: A typical document management system includes a scanner, character recognition software, office management software, a personal computer, a printer, and optical storage devices.

Q301. What problem is commonly faced with character recognition when processing handwritten documents?

a) **Character recognition is always completely accurate.**
b) **Character recognition may be only partially correct and require manual editing.**
c) **Handwritten documents are not processed by OCR systems.**
d) **Handwritten documents are processed faster than typewritten ones.**

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Answer: b) **Character recognition may be only partially correct and require manual editing.**

Explanation: Character recognition with handwritten documents may only be partially correct, often requiring manual editing to ensure accuracy.

Q302. What does the process of Optical Character Recognition (OCR) typically involve before recognizing characters?

a) **Digitizing color images.**
b) **Scanning the document to create a digital image.**
c) **Compressing the scanned image.**
d) **Formatting the text for output.**

Answer: b) **Scanning the document to create a digital image.**

Explanation: OCR involves scanning the document to create a digital image before recognizing and converting characters into text.

Q303. What is the primary reason for converting analog information to digital form?

a) **Digital technology is less reliable than analog technology.**
b) **Analog signals are less susceptible to external noise compared to digital signals.**
c) **Digital technology offers better noise immunity, quality, and consistency.**
d) **Analog technology is more rugged and reliable than digital technology.**

Answer: c) **Digital technology offers better noise immunity, quality, and consistency.**

Explanation: Converting analog information to digital form is primarily done because digital technology provides better noise immunity, quality, and consistency compared to analog technology.

Q304. What devices are used to convert analog information to digital form?

a) **Digital to Analog Converters (DAC)**
b) **Analog to Digital Converters (ADC)**
c) **Digital signal processors (DSP)**
d) **Photographic imaging devices**

Answer: b) **Analog to Digital Converters (ADC)**

Explanation: Analog to Digital Converters (ADC) are used to convert analog information into digital form.

Q305. Why might digital information need to be converted back to analog form?

a) **Digital technology is not suitable for human consumption.**
b) **Digital signals are more susceptible to external noise than analog signals.**
c) **To store and process information digitally, analog conversion is unnecessary.**
d) **Human ears and eyes are tuned to perceive analog signals.**

Answer: d) **Human ears and eyes are tuned to perceive analog signals.**

Explanation: Digital information is converted back to analog form because human ears and eyes are naturally tuned to perceive analog signals.

Q306. What are the two main types of converters discussed in the text?

a) **Digital signal processors and photographic imaging devices**
b) **Analog to Digital Converters (ADC) and Digital to Analog Converters (DAC)**
c) **Scanners and character recognition software**
d) **Compression software and storage devices**

Answer: b) **Analog to Digital Converters (ADC) and Digital to Analog Converters (DAC)**

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Explanation: The two main types of converters discussed are Analog to Digital Converters (ADC) and Digital to Analog Converters (DAC).

Q307. What is a significant disadvantage of analog signals mentioned in the text?

a) **They offer better noise immunity compared to digital signals.**
b) **They are not affected by variations in ambient temperature.**
c) **They are susceptible to external noise and their reception becomes unreliable in the presence of noise.**
d) **They are not suitable for processing or communication.**

Answer: c) **They are susceptible to external noise and their reception becomes unreliable in the presence of noise.**

Explanation: Analog signals are susceptible to external noise, which can make their reception unreliable.

Q308. How does the digital technology compare to analog technology in terms of system design for new quantities?

a) **Digital technology requires new system designs for each new quantity.**
b) **Analog technology requires new system designs for each new quantity.**
c) **Digital technology does not require any new system designs for different quantities.**
d) **Both digital and analog technologies require new system designs for each new quantity.**

Answer: b) **Analog technology requires new system designs for each new quantity.**

Explanation: Analog technology often requires the design of new systems for each new quantity due to differences in electrical characteristics.

Q309. What is the frequency range of human hearing known as?

a) **Audio spectrum**
b) **Speech spectrum**
c) **Music spectrum**
d) **Digital spectrum**

Answer: a) **Audio spectrum**

Explanation: The range of frequencies that the human ear can hear is called the audio spectrum, which spans from 20 Hz to 20 kHz.

Q310. What is the sampling rate and bit rate used for digitizing telephone quality speech?

a) **8 kHz sampling rate and 56 kbps bit rate**
b) **8 kHz sampling rate and 64 kbps bit rate**
c) **44.1 kHz sampling rate and 1.41 Mbps bit rate**
d) **48 kHz sampling rate and 1.536 Mbps bit rate**

Answer: b) **8 kHz sampling rate and 64 kbps bit rate**

Explanation: Telephone quality speech is digitized using an 8 kHz sampling rate and an 8-bit resolution, resulting in a bit rate of 64 kbps.

Q311. What is a major disadvantage of digital audio?

a) **It has a low bit rate.**
b) **It produces a large volume of data.**
c) **It is less compatible with digital storage.**
d) **It requires low sampling rates.**

Answer: b) **It produces a large volume of data.**

Explanation: A major disadvantage of digital audio is that it produces a large volume of data, which can be challenging for storage.

Q312. What sampling rate and bit resolution are used for audio CDs?

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a) **8,000 Hz and 8 bits**
b) **32,000 Hz and 16 bits**
c) **44,100 Hz and 16 bits**
d) **48,000 Hz and 24 bits**

Answer: c) **44,100 Hz and 16 bits**

Explanation: Audio CDs use a sampling rate of 44,100 Hz and a bit resolution of 16 bits.

Q313. Which digital audio compression standard is commonly associated with Dolby sound in cinema theatres?

a) **MP3**
b) **WAV**
c) **AC-3**
d) **FLAC**

Answer: c) **AC-3**

Explanation: The AC-3 compression standard is associated with Dolby sound, which is commonly used in cinema theatres.

Q314. What is the bit rate for Digital Audio Tape (DAT) with stereo audio?

a) **64 kbps**
b) **1.41 Mbps**
c) **1.024 Mbps**
d) **1.536 Mbps**

Answer: d) **1.536 Mbps**

Explanation: Digital Audio Tape (DAT) with stereo audio has a bit rate of 1.536 Mbps.

Q315. What is the principle behind motion video?

a) **Projecting a sequence of still images at a high rate**
b) **Using a single image for continuous playback**
c) **Displaying images at a very slow rate**
d) **Using static images with no motion**

Answer: a) **Projecting a sequence of still images at a high rate**

Explanation: Motion video is created by projecting a sequence of still images at a certain rate, which gives the impression of continuous movement due to the persistence of vision.

Q316. What is the typical frame rate required to produce a smooth picture in motion video?

a) **15 fps**
b) **20 fps**
c) **25 - 30 fps**
d) **40 fps**

Answer: c) **25 - 30 fps**

Explanation: A frame rate of 25 - 30 frames per second (fps) is typically required to produce a smooth picture in motion video.

Q317. What type of converter is used to digitize an analog video image?

a) **Digital to Analog Converter (DAC)**
b) **Analog to Digital Converter (ADC)**
c) **Image Processor**
d) **Video Enhancer**

Answer: b) **Analog to Digital Converter (ADC)**

Explanation: Analog to Digital Converters (ADC) are used to digitize analog video images.

Q318. Which compression technique is commonly used for digital video?

a) **JPEG**
b) **MPEG**
c) **PNG**
d) **GIF**

Answer: b) **MPEG**

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Explanation: The Moving Picture Experts Group (MPEG) format is widely used for compressing and storing digital video.

Q319. What additional type of redundancy is used in video compression beyond frame-by-frame techniques?

a) **Audio redundancy**
b) **Temporal redundancy between adjacent frames**
c) **Color redundancy**
d) **Textual redundancy**

Answer: b) **Temporal redundancy between adjacent frames**

Explanation: Video compression utilizes temporal redundancy between adjacent frames, recording only the differences between frames when there is no scene change.

Q320. What is the frame rate typically used in traditional animation?

a) **5 - 10 fps**
b) **10 - 15 fps**
c) **15 - 20 fps**
d) **25 - 30 fps**

Answer: c) **15 - 20 fps**

Explanation: Traditional animation often uses a frame rate of 15 - 20 frames per second (fps) for creating moving images from still drawings.

Q321. What are the three main classes of digital document formats?

a) **Text formats, Presentation formats, and Structured formats**
b) **Text formats, Image formats, and Video formats**
c) **Text formats, Audio formats, and Multimedia formats**
d) **Presentation formats, Structured formats, and Audio formats**

Answer: a) **Text formats, Presentation formats, and Structured formats**

Explanation: Digital document formats fall into three classes: basic text formats, presentation formats, and structured formats.

Q322. Which text format is used for representing characters in major written languages beyond Western languages?

a) **ASCII**
b) **RTF**
c) **Unicode**
d) **PDF**

Answer: c) **Unicode**

Explanation: Unicode is a 16-bit code used to represent characters in major written languages globally, extending beyond the Latin characters of ASCII.

Q323. What is a primary feature of Rich Text Format (RTF)?

a) **Support for multimedia content and hyperlinks**
b) **Advanced page layout features like tables and drawings**
c) **Minimal formatting features such as font types and sizes**
d) **Complex page description language**

Answer: c) **Minimal formatting features such as font types and sizes**

Explanation: RTF supports basic formatting features like font types, sizes, and text styles but does not support multimedia content or advanced page layout features.

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Q324. Which presentation format is an improved version of Postscript that includes features like a table of contents and internal hyperlinks?

a) **HTML**
b) **RTF**
c) **PDF**
d) **XML**

Answer: c) **PDF**

Explanation: PDF is an improved version of Postscript that supports additional features such as a table of contents, internal hyperlinks, and thumbnail views.

Q325. What is a primary characteristic of Structured formats?

a) **Preservation of the original look and feel of documents**
b) **Use of page description languages**
c) **Mark-up principles for electronic documents**
d) **Support for multimedia content**

Answer: c) **Mark-up principles for electronic documents**

Explanation: Structured formats use mark-up principles to define the structure of electronic documents, but they do not retain the original look and feel of the documents.

Q326. What is the simplified version of SGML that is extensively used on the Internet?

a) **XML**
b) **HTML**
c) **RTF**
d) **PDF**

Answer: b) **HTML**

Explanation: HTML (Hypertext Mark-up Language) is a simplified version of SGML (Standard Generalized Mark-up Language) used extensively on the Internet.

Q327. What is an enhanced version of HTML that retains its simplicity but offers more features?

a) **SGML**
b) **XML**
c) **RTF**
d) **PDF**

Answer: b) **XML**

Explanation: XML (Extensible Mark-up Language) is an enhanced version of HTML, retaining its simplicity while providing additional features.

Q328. What are the three commonly used formats for storing and transferring digital images?

a) **TIFF, GIF, JPEG**
b) **PNG, BMP, TIFF**
c) **JPEG, PNG, GIF**
d) **TIFF, PNG, BMP**

Answer: a) **TIFF, GIF, JPEG**

Explanation: The three commonly used formats for digital images are TIFF, GIF, and JPEG.

Q329. Which image format uses lossless compression and is commonly used for image scanners and DTP software?

a) **GIF**
b) **JPEG**
c) **TIFF**
d) **PNG**

Answer: c) **TIFF**

Explanation: TIFF uses lossless compression, preserving the original image exactly and is used for image scanners and DTP software.

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Q330. What is the limitation of the GIF image format?

a) **Supports only 256 colors or grey levels**
b) **High compression ratios with loss of quality**
c) **Supports 16 million colors**
d) **Requires OCR software for text recognition**

Answer: a) **Supports only 256 colors or grey levels**

Explanation: GIF supports only 256 colors or grey levels, which limits its resolution but results in smaller file sizes.

Q331. Which image format is optimized for continuous tone products like photographs and uses lossy compression?

a) **GIF**
b) **TIFF**
c) **JPEG**
d) **PNG**

Answer: c) **JPEG**

Explanation: JPEG is optimized for continuous tone images like photographs and uses lossy compression to achieve high compression ratios.

Q332. Which audio format uses a standard file structure and supports streaming capability?

a) **MP3**
b) **AIFF**
c) **WAV**
d) **AU**

Answer: a) **MP3**

Explanation: MP3 uses a standard file structure and supports streaming capability, allowing users to listen to part of the file while the rest is being downloaded.

Q333. What does the 'Wrapper' in digital audio formats contain?

a) **Sampling rate and sample resolution**
b) **Information about compression used**
c) **Management information such as licensing conditions**
d) **Playback settings**

Answer: c) **Management information such as licensing conditions**

Explanation: The 'Wrapper' in digital audio format contains management information, such as licensing conditions from the copyright owner.

Unit 9 Social Implications of Information

Q334. Who is the author of the three books that dramatically picture the changes in the Information Society?

a) **Marshall McLuhan**
b) **Alvin Toffler**
c) **Daniel Bell**
d) **Manuel Castells**

Answer: b) **Alvin Toffler**

Explanation: Alvin Toffler is the author of the three books that portray the changes in the Information Society.

Q335. What concept does Alvin Toffler's book *The Future Shock* (1971) focus on?

a) **Technological advancements in computing**
b) **Stress and disorientation caused by rapid changes**
c) **Industrial revolution**
d) **The rise of the internet**

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Answer: b) **Stress and disorientation caused by rapid changes**

Explanation: *The Future Shock* discusses how rapid changes create stress and disorientation as people and organizations struggle to cope with these changes.

Q336. According to *The Third Wave* (1980), what is the Third Wave of change?

a) **The agricultural revolution**
b) **The industrial revolution**
c) **The post-smokestack civilization based on technology and information**
d) **The digital revolution**

Answer: c) **The post-smokestack civilization based on technology and information**

Explanation: *The Third Wave* refers to the changes in society starting in the 1950s, leading to a post-smokestack civilization based on computers, electronics, and information technologies.

Q337. What term did Alvin Toffler introduce in *The Third Wave* to describe the merging roles of producers and consumers?

a) **Infomediary**
b) **Prosumer**
c) **Technophile**
d) **Technocrat**

Answer: b) **Prosumer**

Explanation: In *The Third Wave*, Toffler introduced the term "prosumer" to describe the fusion of producer and consumer roles.

Q338. What is the primary focus of Alvin Toffler's book *Power Shift* (1991)?

a) **The history of the information age**
b) **The role of power in the information society**
c) **The impact of digital media on social interactions**
d) **The development of artificial intelligence**

Answer: b) **The role of power in the information society**

Explanation: *Power Shift* focuses on the changing role of knowledge and information in the context of power shifts in business, economy, and politics.

Q339. In *Power Shift*, what industries and sectors does Alvin Toffler highlight as undergoing significant power shifts?

a) **Agriculture and mining**
b) **Manufacturing and transportation**
c) **Supermarkets, hospitals, banks, and media**
d) **Energy and automotive industries**

Answer: c) **Supermarkets, hospitals, banks, and media**

Explanation: Toffler describes significant power shifts occurring in everyday sectors like supermarkets, hospitals, banks, and the media in *Power Shift*.

Q340. What motivates business and industry to modernize their functions and processes?

a) **Profit and leadership desire**
b) **Government regulations**
c) **Technological advancements**
d) **Public demand**

Answer: a) **Profit and leadership desire**

Explanation: Business and industry modernize their functions and processes, driven by the desire for profit and the ambition to be leaders in their fields.

Q341. Which sector was the first to use management information systems (MIS) for generating internal information using IT?

a) **Government organizations**
b) **Educational institutions**

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c) **Business and industry**
d) **Healthcare**

Answer: c) **Business and industry**

Explanation: Business and industry were the first to adopt management information systems (MIS) to produce and access internally generated information using IT.

Q342. What is increasingly recognized as invaluable for business and industry to thrive in a competitive environment?

a) **Internal information only**
b) **External information about markets, competitors, and regulations**
c) **Innovative marketing techniques**
d) **Technological gadgets**

Answer: b) **External information about markets, competitors, and regulations**

Explanation: External information regarding markets, competitors, customers, and government regulations is recognized as crucial for businesses to thrive.

Q343. What does the concept of knowledge management include in business and industry?

a) **financial reports**
b) **Sales and marketing techniques**
c) **Internal company information and external competitive intelligence**
d) **Legal documents**

Answer: c) **Internal company information and external competitive intelligence**

Explanation: Knowledge management in business includes both internal company information and external data on competitors, sales, and markets.

Q344. What is the role of 'knowledge workers' in business and industry?

a) **Manufacturing products**
b) **Providing customer support**
c) **Strategically planning and executing business functions**
d) **Maintaining equipment**

Answer: c) **Strategically planning and executing business functions**

Explanation: Knowledge workers in business and industry strategically plan and execute various business functions to ensure success in competitive environments.

Q345. How does the Information Industry Association define the information industry?

a) **A sector focused only on digital technologies**
b) **A market with information content integrated with hardware, software, and communication technologies**
c) **A traditional publishing sector**
d) **A financial and trading industry**

Answer: b) **A market with information content integrated with hardware, software, and communication technologies**

Explanation: The Information Industry Association defines the information industry as a marketplace where information content is combined with hardware, software, and communication technologies to provide solutions.

Q346. Which of the following is classified under 'Content Services' by the Information Industry Association?

a) **Modems and networks**
b) **News, libraries, databases, and information brokers**

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c) **Software development**
d) **Office equipment and computers**

Answer: b) **News, libraries, databases, and information brokers**

Explanation: 'Content Services' include news, libraries, databases, and information brokers as identified by the Information Industry Association.

Q347. What is included in the 'Information Technology Business' according to the Information Industry Association?

a) **Books and journals**
b) **Computers, terminals, and office equipment**
c) **Data processing and networks**
d) **Films and DVDs**

Answer: b) **Computers, terminals, and office equipment**

Explanation: The 'Information Technology Business' segment includes computers, terminals, office equipment, and printing technologies.

Q348. What stage of industrialization has India reached since independence?

a) **Early-level industrialization**
b) **High-level industrialization**
c) **Middle-level industrialization**
d) **Complete industrialization**

Answer: c) **Middle-level industrialization**

Explanation: Over five decades since independence, India has reached the stage of middle-level industrialization.

Q349. Why have developing countries, particularly India, been forced to telescope the process of economic development?

a) **To compete with developed countries**
b) **To reduce poverty rapidly**
c) **To transition from dependent to independent economies**
d) **To acquire advanced technology**

Answer: c) **To transition from dependent to independent economies**

Explanation: Developing countries like India have had to accelerate economic development in a short span of time to transition from dependent to independent economies.

Q350. What does a country's development depend on?

a) **Economic system only**
b) **Social system only**
c) **Combined force of economic, political, social, and cultural systems**
d) **Technological advancements**

Answer: c) **Combined force of economic, political, social, and cultural systems**

Explanation: A country's development relies on the combined force of its economic, political, social, and cultural systems.

Q351. What must accompany technological and economic structural changes for the development process to be successful?

a) **Political reforms**
b) **Conscious change in the human element**
c) **New laws and regulations**
d) **Increased government spending**

Answer: b) **Conscious change in the human element**

Explanation: For the development process to be successful, there must be a conscious change in the human element alongside technological and economic changes.

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Q352. What is the current impact of India's developmental processes on its population?

a) **All citizens are benefiting equally**
b) **Only a segment of the population is affected**
c) **The entire population has risen out of poverty**
d) **Developmental processes are still in the planning stage**

Answer: b) **Only a segment of the population is affected**

Explanation: The impact of developmental processes in India affects only a segment of the population, leaving a large portion still suffering in poverty.

Q353. What percentage of India's population is reaping the economic and social benefits of development?

a) **10 to 20 percent**
b) **30 to 40 percent**
c) **40 to 50 percent**
d) **60 to 70 percent**

Answer: c) **40 to 50 percent**

Explanation: Only 40 to 50 percent of India's population is reaping the benefits of economic and social progress.

Q354. What significant societal change has resulted from economic liberalization in India?

a) **The emergence of joint families**
b) **A shift towards a consumer society**
c) **A decline in technological advancements**
d) **Reduction in employment opportunities**

Answer: b) **A shift towards a consumer society**

Explanation: Economic liberalization has resulted in a shift towards a consumer society in India, where even lower-income groups are exposed to affluent lifestyles.

Q355. Which factor has contributed to the rise of double-income families in India?

a) **Increased government jobs**
b) **Liberalization policies**
c) **Both husband and wife working**
d) **Global market expansion**

Answer: c) **Both husband and wife working**

Explanation: The rise of double-income families in India is due to both husband and wife working, which has strengthened financial stability.

Q356. What impact has the development of a consumer society in India had on household savings?

a) **It has increased household savings**
b) **It has reduced household savings**
c) **It has remained unchanged**
d) **It has led to higher government savings**

Answer: b) **It has reduced household savings**

Explanation: The fast development of a consumer society in India has led to reduced household savings, as more income is spent on consumer goods.

Q357. What is a potential solution to manage the impact of consumerism on India's economy?

a) **Reverting to a regulatory regime**
b) **Disciplining the economy and market without regulatory control**
c) **Increasing taxes on consumer goods**
d) **Banning certain consumer products**

Answer: b) **Disciplining the economy and market without regulatory control**

Explanation: To balance the impact of consumerism, it is necessary for the government to discipline the

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economy and market without returning to strict regulations.

UNIT 10 INFORMATION AS AN ECONOMIC RESOURCE

Q358. Why were information and knowledge previously not considered distinct factors of production by economists?

a) **They were considered part of overheads**
b) **They had no economic value**
c) **They were considered too abundant to account for**
d) **They were not relevant to economic growth**

Answer: a) **They were considered part of overheads**

Explanation: Information and knowledge were previously lumped in with overheads for accounting purposes and not given special consideration as distinct factors of production.

Q359. Who made significant contributions to the specialty of information economics?

a) **Lamberton**
b) **Blaise Cronin**
c) **Fritz Machlup**
d) **John Maynard Keynes**

Answer: c) **Fritz Machlup**

Explanation: Fritz Machlup made significant contributions to the specialty of information economics, particularly through his work in the publication "The Economics of Information and Human Capital."

Q360. What is the main focus of information economics according to Professor Fritz Machlup's work?

a) **Analysis of financial investments**
b) **Study of global trade regulations**
c) **Significance of information and knowledge as factors in economic growth**
d) **Review of consumer behavior and market trends**

Answer: c) **Significance of information and knowledge as factors in economic growth**

Explanation: Information economics focuses on analyzing information and knowledge as human capital and their significance as factors in economic growth and development.

Q361. According to Lamberton, what triggered the emergence of information economics as a new specialty?

a) **Advances in computational technologies and communication**
b) **Increased government intervention in business**
c) **The rise of global trade**
d) **Challenges in natural resource management**

Answer: a) **Advances in computational technologies and communication**

Explanation: Lamberton suggests that the emergence of information economics as a specialty was driven by the failures of existing economic theories, government and business policies, and the advent of intelligent electronics with enhanced communication and computational capacities.

Q362. Which of the following is NOT a characteristic of information as described in information economics?

a) **Information is shareable and can be retained even when given away**
b) **Information becomes depleted after extensive use**
c) **Information can be expanded and increased**

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with use
d) **Information can vary in value over time unpredictably**

Answer: b) **Information becomes depleted after extensive use**

Explanation: Information does not get depleted with use, unlike physical resources like oil or coffee. It can be used by multiple consumers without being exhausted.

Q363. According to Blaise Cronin, how does information differ from commodities like oil or coffee?

a) **Information has a limited shelf life**
b) **Information is not depleted with use**
c) **Information is more expensive than oil or coffee**
d) **Information cannot be commodified**

Answer: b) **Information is not depleted with use**

Explanation: Unlike oil or coffee, information is not depleted with use and can be valuable to an infinite number of consumers.

Q364. How is information treated in economic terms according to its characteristics?

a) **As a consumable good**
b) **As a compressible and expandable resource**
c) **As a finite resource**
d) **As a marketable product only**

Answer: b) **As a compressible and expandable resource**

Explanation: Information is considered compressible (it can be summarized and integrated) and expandable (it increases with use).

Q365. What role does information play in relation to economic and political power?

a) **It has no significant impact**
b) **It is an essential source of economic and political power**
c) **It limits decision-making capabilities**
d) **It reduces government control over markets**

Answer: b) **It is an essential source of economic and political power**

Explanation: Information is regarded as a crucial source of economic and political power due to its ability to influence decision-making and strategy.

Q366. How does the value of information change over time?

a) **It remains constant**
b) **It decreases predictably**
c) **It varies unpredictably**
d) **It increases linearly with more use**

Answer: c) **It varies unpredictably**

Explanation: The value of information can fluctuate over time in unpredictable ways, making it a dynamic economic asset.

Q367. What methodological aspects receive special attention in the economics of information and knowledge?

a) **Government regulations**
b) **Empirical research, theoretical analysis, and applied inquiry**
c) **Marketing strategies and consumer behavior**
d) **Commodity trading and international finance**

Answer: b) **Empirical research, theoretical analysis, and applied inquiry**

Explanation: In information economics, empirical research, theoretical analysis, and applied inquiry are key methodological aspects.

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Q368. How many subgroups did Fritz Machlup's classificatory map of information economics contain?

a) **15**
b) **17**
c) **115**
d) **150**

Answer: c) **115**

Explanation: Fritz Machlup's classificatory map for information economics is divided into 115 subgroups, depicting the extensive scope of the subject.

Q369. What is the focus of the first group in Fritz Machlup's classification of information economics?

a) **Decision theory**
b) **Cost and value of information**
c) **Economics of knowledge and information: General**
d) **Human capital and knowledge accumulation**

Answer: c) **Economics of knowledge and information: General**

Explanation: The first group focuses on the general aspects of the economics of knowledge and information.

Q370. Which of the following is NOT one of the seventeen main groups listed by Fritz Machlup?

a) **Economic forecasting**
b) **Decision making by consumers with incomplete knowledge**
c) **Information overload**
d) **Role of information in market functioning**

Answer: c) **Information overload**

Explanation: Information overload is not listed as one of the main groups in Fritz Machlup's classification.

Q371. What factors are considered in explaining entrepreneurship and profit according to Fritz Machlup's classification?

a) **Innovation and imitation**
b) **Risk-aversion, innovativeness, and alertness**
c) **Information machines and services**
d) **Uncertainty and ignorance**

Answer: b) **Risk-aversion, innovativeness, and alertness**

Explanation: Risk-aversion, innovativeness, and alertness are key factors in the explanation of entrepreneurship and profit.

Q372. In Fritz Machlup's classification, what is the significance of new knowledge in economic growth?

a) **It increases consumer demand**
b) **It leads to economic stagnation**
c) **It is a factor in economic growth through invention, discovery, innovation, and imitation**
d) **It leads to decreased uncertainty in markets**

Answer: c) **It is a factor in economic growth through invention, discovery, innovation, and imitation**

Explanation: New knowledge, including invention and innovation, plays a significant role in fostering economic growth.

Q373. What is the role of prices according to Fritz Machlup's classification in information economics?

a) **To increase consumer spending**
b) **To serve as an information system for resource allocation and product distribution**
c) **To regulate market failures**

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d) **To decrease decision-making time for consumers**

Answer: b) **To serve as an information system for resource allocation and product distribution**

Explanation: Prices act as an information system in market economies and planned economies, facilitating resource allocation and product distribution.

Q374. What group in Machlup's classification focuses on the cost and value of information?

a) **Economic forecasting**
b) **Decision theory**
c) **Private and social information systems**
d) **Human capital**

Answer: c) **Private and social information systems**

Explanation: The group focuses on the cost and value of information in both private and social contexts, including alternative information systems.

Q375. Which of the following is considered a factor in explaining individual choices and economic phenomena according to Machlup?

a) **Consumer trends**
b) **Ignorance, chance, risk, and uncertainty**
c) **Technological advances**
d) **Political power**

Answer: b) **Ignorance, chance, risk, and uncertainty**

Explanation: Ignorance, chance, risk, and uncertainty are key factors in explaining individual choices and economic phenomena.

Q376. According to Machlup, decision-making by private firms with incomplete and uncertain knowledge occurs in which context?

a) **Economic policy formulation**
b) **Various market positions**
c) **Human capital accumulation**
d) **Public sector agencies**

Answer: b) **Various market positions**

Explanation: Decision-making by private firms with incomplete and uncertain knowledge occurs across different market positions, highlighting the uncertainty firms face in different competitive environments.

Q377. In Fritz Machlup's classification, what is the focus of the final group?

a) **Knowledge industries**
b) **Decision-making in public agencies**
c) **Human capital and the accumulation of knowledge and skills**
d) **Role of information in technological innovation**

Answer: c) **Human capital and the accumulation of knowledge and skills**

Explanation: The final group in Machlup's classification deals with human capital, focusing on the accumulation of knowledge and skills.

Q378. What is a major source of weakness in the study of information economics?

a) **Lack of technology**
b) **Absence of reliable measures for cost, price, and value**
c) **Inaccurate economic forecasts**
d) **Inefficient data collection**

Answer: b) **Absence of reliable measures for cost, price, and value**

Explanation: A continuing source of weakness in information economics is the lack of reliable measures for fundamental elements such as cost, price, and value, which are interconnected and difficult to measure.

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Q379. What represents the opportunity cost in economics?

a) **The profit earned from selling goods**
b) **The amount of money paid for a product**
c) **The cost of foregone alternatives**
d) **The total cost of production**

Answer: c) **The cost of foregone alternatives**

Explanation: Opportunity cost refers to the cost of sacrificing one option in favor of another, such as forgoing a holiday to purchase a car.

Q380. Why is determining the value of information complex in information economics?

a) **It can only be measured with technology**
b) **It is highly subjective and depends on the seeker of the information**
c) **It is related to physical goods, which complicates measurement**
d) **It can only be measured by government standards**

Answer: b) **It is highly subjective and depends on the seeker of the information**

Explanation: The value of information is subjective, as it is judged by the person seeking the information, making its measurement complex.

Q381. What technological development provided new opportunities for large-scale information systems?

a) **Industrial revolution**
b) **Inventions in microelectronics and the arrival of computers**
c) **The invention of the printing press**
d) **Increased transportation infrastructure**

Answer: b) **Inventions in microelectronics and the arrival of computers**

Explanation: The development of microelectronics and computers allowed for massive-scale information systems and services, facilitating universal access to information.

Q382. How did the Internet and the World Wide Web contribute to knowledge development?

a) **By limiting access to information**
b) **By providing unrestricted low-cost access to information and facilitating communication**
c) **By focusing on local knowledge and data**
d) **By replacing books and physical libraries**

Answer: b) **By providing unrestricted low-cost access to information and facilitating communication**

Explanation: The Internet and the World Wide Web made global knowledge widely accessible at low cost and facilitated communication among peer groups.

Q383. What was the effect of the industrial revolution on the recognition of knowledge and science in economic growth?

a) **Knowledge became less important for production**
b) **Science and technology were recognized as important factors for economic growth**
c) **Agriculture became the dominant economic factor**
d) **Economic growth slowed down due to industrialization**

Answer: b) **Science and technology were recognized as important factors for economic growth**

Explanation: The industrial revolution highlighted the importance of science and technology (S&T) as key contributors to economic growth and prosperity.

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Q384. , what lies at the root of new productivity in modern economies?

a) **Increased labor force**
b) **Knowledge generation and information processing**
c) **Agricultural advancements**
d) **Physical capital accumulation**

Answer: b) **Knowledge generation and information processing**

Explanation: Knowledge generation and information processing are the driving forces behind new productivity in modern economies.

Q385. What economic benefit is facilitated by investing in human capital, ?

a) **Reducing trade deficits**
b) **Increasing the ability to absorb and use knowledge**
c) **Enhancing government revenues**
d) **Improving physical infrastructure**

Answer: b) **Increasing the ability to absorb and use knowledge**

Explanation: Investing in human capital enhances the ability to absorb and use knowledge, which is crucial for economic growth and development.

Q386. What is one reason why the value of information is elusive and difficult to measure?

a) **It can only be measured by experts**
b) **It is difficult to determine a unit of information**
c) **It has no economic impact**
d) **It is solely dependent on technology**

Answer: b) **It is difficult to determine a unit of information**

Explanation: The elusive nature of measuring information lies in the difficulty of determining a unit of information and assigning a monetary value to it.

Q387. How has information and knowledge become central to economic growth in recent times?

a) **Due to the advent of advanced transportation systems**
b) **Because they have become directly productive forces under current technological and social parameters**
c) **Due to the reduction in global trade barriers**
d) **Because they were always the primary drivers of growth throughout history**

Answer: b) **Because they have become directly productive forces under current technological and social parameters**

Explanation: Information and knowledge have become central to economic growth and development due to recent advances in technology, making them directly productive forces.

Q388. According to the new growth theory of knowledge, what drives economic growth?

a) **Accumulation of physical capital**
b) **Accumulation of knowledge**
c) **Increased labor force participation**
d) **Natural resource exploitation**

Answer: b) **Accumulation of knowledge**

Explanation: The new growth theory of knowledge, supported by economists like Paul Romer, suggests that economic growth is driven by the accumulation of knowledge.

Q389. What effect does technological innovation have on economic growth according to the new growth theory?

a) **It leads to diminishing returns on investment**
b) **It creates technical platforms that can lead to further innovations**
c) **It slows down the growth rate**
d) **It decreases the value of human capital**

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Answer: b) **It creates technical platforms that can lead to further innovations**

Explanation: Technological breakthroughs create technical platforms for further innovations, which is a key effect of economic growth according to the new growth theory.

Q390. How do new growth economists view the relationship between investment and technology?

a) **Investment decreases the value of technology**
b) **Investment and technology have no significant relationship**
c) **Investment can make technology more valuable, and vice versa**
d) **Technology investments lead to diminishing returns**

Answer: c) **Investment can make technology more valuable, and vice versa**

Explanation: New growth economists argue that investment in technology can enhance its value, and technology can in turn make investment more valuable, creating a virtuous circle that raises a country's growth rate.

Q391. What type of capital has grown faster in knowledge-based economies?

a) **Tangible capital (e.g., buildings, machinery)**
b) **Intangible capital (e.g., education, research and development)**
c) **Natural resources**
d) **Physical infrastructure**

Answer: b) **Intangible capital (e.g., education, research and development)**

Explanation: In knowledge-based economies, the net stock of intangible capital, such as education and research and development, has grown faster than tangible capital like buildings and machinery.

Q392. In the context of the new economy, what provides competitive advantage?

a) **Mass production and standardization**
b) **Customization, design quality, and customer service**
c) **Reduction in production costs**
d) **Government regulations**

Answer: b) **Customization, design quality, and customer service**

Explanation: In the new economy, competitive advantage increasingly stems from customization, design quality, and customer service rather than mass production.

Q393. What is a characteristic feature of jobs in a knowledge-based economy?

a) **Low-skill labor and vocational training**
b) **Post-secondary, vocational, or higher education requirements**
c) **Primary education with on-the-job training**
d) **Physical labor in agriculture or construction**

Answer: b) **Post-secondary, vocational, or higher education requirements**

Explanation: Knowledge-based jobs often require post-secondary, vocational, or higher education to meet the demands of a knowledge-driven economy.

Q394. What has contributed to the rise of the service sector in India's economy?

a) **Expansion of the agricultural sector**
b) **Restructuring of industry to compete globally**
c) **Increased government control of industries**
d) **Decline in the technology sector**

Answer: b) **Restructuring of industry to compete globally**

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Explanation: Industry in India has restructured to compete globally, contributing to the steady rise of the service sector, which now accounts for 52% of India's GDP.

Q395. What is one of the main features of an information and knowledge economy?

a) **Focus on agricultural production**
b) **Centrality of theoretical knowledge and its application in innovation**
c) **Dependence on natural resources for growth**
d) **Mass production of goods**

Answer: b) **Centrality of theoretical knowledge and its application in innovation**

Explanation: In an information and knowledge economy, theoretical knowledge and its wise application are central to innovation and policy formulation.

Q396. How does the new economy differ from the old economy in terms of production?

a) **The new economy is based on mass production, while the old economy was focused on services**
b) **The old economy was organized around mass production, while the new economy focuses on flexible production of goods and services**
c) **The new economy focuses on agriculture, while the old economy focused on manufacturing**
d) **The old economy relied on manual labor, while the new economy relies on unskilled labor**

Answer: b) **The old economy was organized around mass production, while the new economy focuses on flexible production of goods and services**

Explanation: The old economy was organized around mass production, whereas the new economy emphasizes flexible production, particularly in high-tech and services sectors.

Q397. What role does human capital play in the new growth theory?

a) **It replaces traditional inputs like labor and equipment**
b) **It generates ideas and knowledge, improving the efficiency of traditional inputs**
c) **It focuses mainly on increasing labor productivity**
d) **It slows down technological progress**

Answer: b) **It generates ideas and knowledge, improving the efficiency of traditional inputs**

Explanation: Human capital generates the ideas and knowledge that help to efficiently translate traditional inputs, such as capital and labor, into output.

UNIT 11 INFORMATION POLICIES: NATIONAL AND INTERNATIONAL

Q398. In the current context, how is 'information' comprehended?

a) **In a narrow, technical sense**
b) **In a much wider sense**
c) **Only in relation to libraries and archives**
d) **As a scientific concept only**

Answer: b) **In a much wider sense**

Explanation: Information is now comprehended in a much wider sense, covering various overlapping elements and activities beyond traditional views.

Q399. Which of the following activities is included in the 'Discovery, Creation, and Collection of Information'?

a) **Printing and publishing**
b) **Broadcasting and television networks**
c) **Work of scientists, scholars, and raw data collectors**
d) **Telecommunication equipment production**

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Answer: c) **Work of scientists, scholars, and raw data collectors**

Explanation: The discovery, creation, and collection of information involve activities like the work of scientists, scholars, authors, and raw data collectors.

Q400. What type of activities are involved in the 'Storage, Retrieval, Processing, Dissemination, and Duplicating of Information'?

a) **Postal and telegraph services**
b) **Libraries, publishing industry, and data processing organizations**
c) **Production of computer peripherals and telecommunication equipment**
d) **Information markets in education and business**

Answer: b) **Libraries, publishing industry, and data processing organizations**

Explanation: Activities such as those of libraries, the publishing industry, and data processing organizations fall under the category of storage, retrieval, processing, dissemination, and duplication of information.

Q401. What is included under 'Distribution of Information'?

a) **Manufacturing of telecommunication equipment**
b) **Broadcasting networks, newspaper circulation, and film distribution**
c) **Raw data collection and scientific research**
d) **Indexing and abstracting services**

Answer: b) **Broadcasting networks, newspaper circulation, and film distribution**

Explanation: The distribution of information includes broadcasting and television networks, newspaper circulation, and film distribution, among other communication channels.

Q402. Who are considered 'Hardware Suppliers' in the context of information activities?

a) **Libraries and archives**
b) **Agencies producing goods for the hardware industry such as computers, printing presses, and telecommunication equipment**
c) **Television networks and newspaper publishers**
d) **Education and healthcare institutions**

Answer: b) **Agencies producing goods for the hardware industry such as computers, printing presses, and telecommunication equipment**

Explanation: Hardware suppliers produce goods like computers, peripherals, telecommunication equipment, printing presses, and other related items.

Q403. What does the term 'Information Markets' ?

a) **Enterprises using information for education, transportation, and healthcare**
b) **Libraries and bibliographic databases**
c) **Hardware suppliers and equipment manufacturers**
d) **Mass media and film industries**

Answer: a) **Enterprises using information for education, transportation, and healthcare**

Explanation: Information markets include enterprises that use information hardware to support activities in sectors such as education, transportation, business, healthcare, and more.

Q404. Which of the following is NOT strictly a policy issue of information as conceived by many stakeholders or professionals?

a) **Business and trade activities**
b) **Data processing and duplication**
c) **Broadcasting and communication services**
d) **Libraries and archives**

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Answer: a) **Business and trade activities**

Explanation: Business and trade activities, along with areas like commerce, education, and mass media, may not strictly fall within the ambit of policy issues related to information.

Q405. Which of the following would fall under 'Storage, Retrieval, Processing, and Disseminating Information'?

a) **Film distributors and projectors**
b) **Telecommunication networks**
c) **Libraries, indexing, and abstracting agencies**
d) **Healthcare institutions**

Answer: c) **Libraries, indexing, and abstracting agencies**

Explanation: Libraries, indexing, and abstracting agencies are involved in the storage, retrieval, processing, and dissemination of information.

Q406. What role do 'Hardware Suppliers' play in the information ecosystem?

a) **They produce books and journals**
b) **They manufacture goods such as computers, telecommunication equipment, and electronic sensing devices**
c) **They provide healthcare information services**
d) **They manage data processing organizations**

Answer: b) **They manufacture goods such as computers, telecommunication equipment, and electronic sensing devices**

Explanation: Hardware suppliers manufacture goods like computers, telecommunication equipment, and other hardware that support information activities.

Q407. What kind of enterprises are found in 'Information Markets'?

a) **Enterprises producing hardware for information technology**
b) **Enterprises providing information services in sectors like education, business, and healthcare**
c) **Newspaper and television broadcasting networks**
d) **Libraries and research institutions**

Answer: b) **Enterprises providing information services in sectors like education, business, and healthcare**

Explanation: Information markets consist of enterprises providing information services through electronic databases and networks in sectors such as education, business, and healthcare.

Q408. What is a 'Goal' in the hierarchy of policy formulation?

a) **A temporary target to be achieved**
b) **An enduring statement of purpose for actions over an indefinite period**
c) **A short-term plan to implement policies**
d) **A flexible commitment to a course of action**

Answer: b) **An enduring statement of purpose for actions over an indefinite period**

Explanation: A goal is the ultimate destination to be reached and represents an enduring statement of purpose towards actions over an indefinite period.

Q409. How is a 'Policy' defined in the context of hierarchy?

a) **A specific tactical action to achieve a strategy**
b) **A rigid and permanent course of action**
c) **A statement of commitment to a generic course of action necessary to achieve the goal**
d) **A predetermined alternative to a goal**

Answer: c) **A statement of commitment to a generic course of action necessary to achieve the goal**

Explanation: A policy is a statement of commitment to a course of action designed to achieve a goal, and it

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should be flexible enough to adapt to changing environments.

Q410. What is the main characteristic of 'Policy'?

a) **It remains permanent and rigid**
b) **It is transitory and adaptable to changes**
c) **It has no relation to the goal**
d) **It is always a short-term action plan**

Answer: b) **It is transitory and adaptable to changes**

Explanation: Policies are transitory and cannot remain rigid. They need to be flexible enough to adapt to political, economic, social, and cultural changes.

Q411. What does a 'Strategy' refer to in policy hierarchy?

a) **A final decision without alternatives**
b) **A predetermined course of action selected from alternatives**
c) **An agreement to follow a policy indefinitely**
d) **An unplanned response to unforeseen circumstances**

Answer: b) **A predetermined course of action selected from alternatives**

Explanation: A strategy is a predetermined course of action, usually selected from various alternatives, and formulated by considering political, legal, and administrative realities.

Q412. How are 'Strategies' typically formulated?

a) **Without any alternatives or options**
b) **Through a process of planning that considers political, legal, and administrative realities**
c) **By focusing only on social factors**
d) **By reacting to immediate situations without planning**

Answer: b) **Through a process of planning that considers political, legal, and administrative realities**

Explanation: Strategies are formulated through planning, taking into account political, legal, and administrative realities.

Q413. What is a 'Program' in the hierarchy?

a) **A statement of commitment to a course of action**
b) **A set of tactical actions for goal-seeking based on a strategy**
c) **An alternate option for achieving the goal**
d) **A flexible statement without any predetermined strategy**

Answer: b) **A set of tactical actions for goal-seeking based on a strategy**

Explanation: A program refers to a scheduled set of tasks or activities taken to implement a strategy and requires specific planning, budgeting, and organizational attention.

Q414. What role does a 'Program' play in policy formulation?

a) **It represents the final goal to be achieved**
b) **It sets the vision without any concrete actions**
c) **It consists of tactical actions that implement the strategy**
d) **It is the same as the policy**

Answer: c) **It consists of tactical actions that implement the strategy**

Explanation: A program is a set of tactical actions designed to implement a strategy and help achieve the overarching goal.

Q415. Which of the following best describes the difference between a 'Policy' and a 'Strategy'?

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a) **A policy is long-term, while a strategy is short-term**
b) **A strategy is a predetermined course of action, while a policy is a statement of commitment to a generic course of action**
c) **A policy focuses on legal aspects, while a strategy focuses on economic aspects**
d) **A policy is permanent, while a strategy is flexible**

Answer: b) **A strategy is a predetermined course of action, while a policy is a statement of commitment to a generic course of action**

Explanation: A policy is a statement of commitment to a course of action, whereas a strategy is a predetermined course of action selected from various alternatives to achieve the policy's objectives.

Q416. Which component of the hierarchy requires planning, budgeting, and organizational attention?

a) **Policy**
b) **Strategy**
c) **Goal**
d) **Program**

Answer: d) **Program**

Explanation: A program involves specific planning, budgeting, and organizational attention to carry out the tactical actions necessary to implement a strategy.

Q417. What distinguishes a 'Goal' from a 'Program'?

a) **A goal is a set of tactical actions, while a program is the ultimate destination**
b) **A program involves planning, while a goal is an overarching purpose**
c) **A program is flexible, while a goal is rigid**
d) **A goal requires budgeting, while a program does not**

Answer: b) **A program involves planning, while a goal is an overarching purpose**

Explanation: A goal is the ultimate purpose or destination, while a program is a set of tactical actions that require specific planning to achieve that goal.

Q418. What is a 'National Information Policy' according to UNISIST II?

a) **A set of decisions made by private corporations to regulate information flow**
b) **A set of decisions taken by a government to guide the development of information transfer activities to meet a country's needs**
c) **A legal document ensuring free information exchange across all countries**
d) **A financial policy to support technological advancements**

Answer: b) **A set of decisions taken by a government to guide the development of information transfer activities to meet a country's needs**

Explanation: A National Information Policy is defined by UNISIST II as a set of decisions made by the government to develop information transfer activities to meet the information needs of the country, supported by financial, personnel, and institutional resources.

Q419. In the context of the information society, what becomes the central base for economic power?

a) **Land and agriculture**
b) **Manufacturing and machinery**
c) **Knowledge and technical skills**
d) **Military and political influence**

Answer: c) **Knowledge and technical skills**

Explanation: In an information society, knowledge and technical skills become the central base,

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contributing significantly to economic and political power.

Q420. What are the main features of a pre-industrial society according to Table 11.1?

a) **Business firms and machinery**
b) **Knowledge and research institutions**
c) **Land, military force, and property-based power**
d) **Technical skills and indirect political influence**

Answer: c) **Land, military force, and property-based power**

Explanation: A pre-industrial society is characterized by land as the primary resource, with social forces like farming and military power, and property-based control of power.

Q421. Which social force becomes dominant in a post-industrial society?

a) **Military forces**
b) **Business firms**
c) **University and R&D institutions**
d) **Landowners**

Answer: c) **University and R&D institutions**

Explanation: In a post-industrial society, universities and R&D institutions become the dominant social forces, with knowledge being the central resource.

Q422. How does the source of power change from a pre-industrial to post-industrial society?

a) **From landownership to technical skills and political organizations**
b) **From business firms to military influence**
c) **From technical skills to property ownership**
d) **From education to seizure by the army**

Answer: a) **From landownership to technical skills and political organizations**

Explanation: The source of power in a post-industrial society shifts from land and military control to technical skills and organized political forces.

Q423. How does access to power evolve in a post-industrial society?

a) **Through inheritance and seizure by the military**
b) **Through education and cooperation**
c) **Through political patronage only**
d) **Through direct control by force**

Answer: b) **Through education and cooperation**

Explanation: In a post-industrial society, access to power is achieved through education, mobilization, and cooperation, unlike the inheritance and military force seen in earlier societies.

Q424. Why is human resource planning crucial in post-industrial societies?

a) **To maintain control over land resources**
b) **To support military efforts**
c) **To provide knowledge and information needed for transforming natural resources into wealth**
d) **To reduce the need for education and technical skills**

Answer: c) **To provide knowledge and information needed for transforming natural resources into wealth**

Explanation: In post-industrial societies, human resource planning focuses on developing knowledge and information to transform natural resources into wealth, which is vital for economic progress.

Q425. What role do private companies play in the post-industrial economy?

a) **They depend primarily on land resources**
b) **They thrive by focusing on military control**
c) **They depend on new knowledge and**

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information to stay competitive
d) **They rely on traditional production methods**

Answer: c) **They depend on new knowledge and information to stay competitive**

Explanation: Private companies in post-industrial societies increasingly rely on new knowledge, patents, processes, and information to stay competitive and flourish in the business environment.

Q426. What is 'Knowledge Management' in the context of corporate sectors?

a) **Managing traditional resources like land and machinery**
b) **A process to suppress the dissemination of information**
c) **A subject focusing on the development, dissemination, and use of knowledge within businesses**
d) **A system for maintaining military control**

Answer: c) **A subject focusing on the development, dissemination, and use of knowledge within businesses**

Explanation: Knowledge Management refers to the process within corporate sectors that focuses on the development, dissemination, and strategic use of knowledge for business growth and innovation.

Q427. Why is R&D dissemination important in an information society?

a) **To restrict access to knowledge within a company**
b) **To validate new knowledge through peer community review**
c) **To replace education as a source of power**
d) **To prevent competition from gaining new knowledge**

Answer: b) **To validate new knowledge through peer community review**

Explanation: The dissemination of R&D results is crucial in an information society as it allows new knowledge to be reviewed, accepted, and validated by the broader peer community, contributing to progress.

Q428. What is essential for the development of a country's information transfer process?

a) **Rigid policies that do not adapt to change**
b) **The creation of a military-based control system**
c) **Formulation of an appropriate information policy**
d) **Focus on traditional resource-based industries**

Answer: c) **Formulation of an appropriate information policy**

Explanation: For a country's information transfer process to develop effectively, it is essential to formulate a well-structured information policy that supports progress in knowledge and information transfer.

Q429. What has been the primary focus of user studies so far?

a) **Assessment of user needs in the context of business and marketing**
b) **Assessment of needs in the context of education, research, and R&D environments**
c) **Assessing the needs of users in entertainment industries**
d) **Evaluating user preferences in social media usage**

Answer: b) **Assessment of needs in the context of education, research, and R&D environments**

Explanation: User studies have largely focused on assessing needs in education, research, and R&D environments, with fewer studies assessing users in other contexts, especially in India.

Q430. Why is there a need for institutions specifically devoted to user studies?

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a) **To create marketing campaigns for information services**
b) **To assess gaps in gathering information, expressed needs, and specific requirements of information**
c) **To develop new formats for multimedia content**
d) **To replace traditional market research agencies**

Answer: b) **To assess gaps in gathering information, expressed needs, and specific requirements of information**

Explanation: Institutions focused on user studies can assess gaps in information gathering, expressed needs, and other factors, helping design information systems and programs based on user needs.

Q431. What are the two broad categories of information resources mentioned?

a) **Primary and secondary resources**
b) **Printed and digital resources**
c) **Documents and non-documents**
d) **Published and unpublished information**

Answer: c) **Documents and non-documents**

Explanation: Information resources are broadly categorized as documents and non-documents, covering both published and unpublished records across various formats.

Q432. What types of information do primary sources include?

a) **Only books and newspapers**
b) **Primarily legal documents and financial records**
c) **Indigenously published materials like books, journals, and unpublished research reports**
d) **Social media content and user-generated data**

Answer: c) **Indigenously published materials like books, journals, and unpublished research reports**

Explanation: Primary information includes indigenously published books, journals, technical reports, theses, and other materials that may not always be accessible due to the absence of legal deposit provisions.

Q433. What legislation governs the deposit of indigenously published materials like books and journals in India?

a) **The Information Rights Act 1956**
b) **The Delivery of Books Act 1956**
c) **The National Information Policy Act**
d) **The Copyright Act 1960**

Answer: b) **The Delivery of Books Act 1956**

Explanation: The Delivery of Books Act 1956 mandates the deposit of indigenously published materials like books and journals in four libraries in India.

Q434. What challenges exist in collecting unpublished materials such as theses and research reports?

a) **They are protected by copyright and cannot be accessed**
b) **There is no provision for legal deposit, making collection difficult**
c) **They are always available online for free**
d) **They are irrelevant to most institutions**

Answer: b) **There is no provision for legal deposit, making collection difficult**

Explanation: Collecting unpublished materials such as theses and research reports is challenging because there is no legal deposit provision, making it difficult for institutions to access them.

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Q435. What is a major source of valuable information not commonly found in service libraries?

a) **Social media and blogs**
b) **Television and radio broadcasts**
c) **Films, videos, and audios**
d) **Government documents**

Answer: c) **Films, videos, and audios**

Explanation: Valuable information carried through films, videos, and audios is often not found in service libraries because their existence and availability are not well-known.

Q436. What is one of the challenges in acquiring foreign information resources?

a) **There is an oversupply of foreign materials**
b) **Foreign materials are irrelevant to local research**
c) **The acquisition of foreign information is complex due to import difficulties**
d) **Foreign information is freely available and needs no formal acquisition**

Answer: c) **The acquisition of foreign information is complex due to import difficulties**

Explanation: The acquisition of foreign information resources is complicated by various import-related complexities, posing challenges for institutions that need these materials.

Q437. How can the problems related to information resource building be addressed at a national level?

a) **By creating new private organizations to handle imports**
b) **Through the formulation of a National Information Policy**
c) **By reducing access to foreign information**
d) **By depending solely on published resources**

Answer: b) **Through the formulation of a National Information Policy**

Explanation: A National Information Policy is essential to address problems related to information resource building, ensuring access to recorded knowledge and information at a national level.

Q438. Why is it important to collect unpublished research and technical reports?

a) **They provide entertainment content**
b) **They are essential for international trade**
c) **They contribute valuable information for research and development**
d) **They are easier to distribute than published books**

Answer: c) **They contribute valuable information for research and development**

Explanation: Unpublished research and technical reports contain valuable information that can significantly contribute to research and development efforts in various fields.

Q439. What significant legislative act is likely to lead to the development of new types of information institutions?

a) **The Information Technology Act 2000**
b) **The Right to Education Act 2009**
c) **The Freedom of Information Act 2002**
d) **The Patent Act 1970**

Answer: c) **The Freedom of Information Act 2002**

Explanation: The Freedom of Information Act 2002 is expected to lead to the development of various types of information systems and services networks, potentially creating new information institutions.

Q440. How can a proper grid of information institutions be conceived and implemented?

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a) **Through private sector initiatives**
b) **By developing local information policies**
c) **Through a National Information Policy**
d) **By reducing investment in information technology**

Answer: c) **Through a National Information Policy**

Explanation: A proper grid of information institutions can be conceived and implemented only through the formulation of a comprehensive National Information Policy.

Q441. Which Indian leader recognized the importance of scientific knowledge and information as early as 1957?

a) **Mahatma Gandhi**
b) **Dr. B. R. Ambedkar**
c) **Pandit Jawaharlal Nehru**
d) **Sardar Vallabhbhai Patel**

Answer: c) **Pandit Jawaharlal Nehru**

Explanation: Pandit Jawaharlal Nehru emphasized the importance of new scientific knowledge in his Scientific Policy Resolution of 1958, recognizing its role in national development.

Q442. What was a significant development in the 1970s related to national information systems in India?

a) **The establishment of the Indian Space Research Organization (ISRO)**
b) **The creation of the National Informatics Center (NIC) and NISSAT**
c) **The formulation of the National Digital Library**
d) **The introduction of the Information Technology Act**

Answer: b) **The creation of the National Informatics Center (NIC) and NISSAT**

Explanation: The National Informatics Center (NIC) and the National Information System for Science and Technology (NISSAT) were significant developments in the 1970s related to national information systems in India.

Q443. What initiative was taken by the University Grants Commission (UGC) to improve library services in India?

a) **Setting up the National Digital Library**
b) **Establishing DELNET for university libraries**
c) **Creating the Information and Library Network (INFLIBNET)**
d) **Formulating the National Book Trust**

Answer: c) **Creating the Information and Library Network (INFLIBNET)**

Explanation: The University Grants Commission (UGC) set up the Information and Library Network (INFLIBNET) to link the resources of libraries in universities and R&D institutions and facilitate new library services in India.

Q444. Which library networks were established to integrate resources and services of libraries in major Indian cities?

a) **National Library Network and State Library Network**
b) **DELNET and CALIBNET**
c) **INFLIBNET and e-ShodhSindhu**
d) **National Knowledge Network and e-Granthalaya**

Answer: b) **DELNET and CALIBNET**

Explanation: The Delhi Library Network (DELNET) and Calcutta Library Network (CALIBNET) were set up to integrate the resources and services of libraries in major cities in India.

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Q445. Which organizations have been urging the government to initiate efforts towards formulating a National Information Policy?

a) **Private corporations and MNCs**
b) **Government research bodies**
c) **Professional associations like ILA, IASLIC, and SIS**
d) **International organizations like UNESCO**

Answer: c) **Professional associations like ILA, IASLIC, and SIS**

Explanation: Professional associations such as the Indian Library Association (ILA), the Indian Association of Special Libraries and Information Centers (IASLIC), and the Society for Information Science (SIS) have been urging the government to initiate efforts toward formulating a National Information Policy.

Q446. What year did the Indian Library Association, and the Raja Rammohun Roy Library Foundation submit draft policy statements to the Government of India?

a) **1975**
b) **1984**
c) **1995**
d) **2001**

Answer: b) **1984**

Explanation: The Indian Library Association and the Raja Rammohun Roy Library Foundation submitted draft policy statements to the Government of India in 1984, urging the formulation of a National Information Policy.

Q447. Who chaired the committee set up by the Department of Culture in 1984 for the formulation of a National Policy for a Library and Information System?

a) **Dr. S. R. Ranganathan**
b) **Prof. Chattopadhyay**
c) **Dr. H. K. Kaul**
d) **Dr. B. K. Sen**

Answer: b) **Prof. Chattopadhyay**

Explanation: The Department of Culture set up a committee in 1984 under the chairmanship of Prof. Chattopadhyay for the formulation of a National Policy for a Library and Information System.

Q448. In which year did the Committee submit the Draft Policy on the Library Information System?

a) **1984**
b) **1986**
c) **1990**
d) **2000**

Answer: b) **1986**

Explanation: The Committee submitted a Draft Policy on the Library Information System in May 1986, which consisted of ten chapters dealing with various elements relevant to library and information systems.

Q449. What are some of the topics covered in the ten chapters of the Draft Policy on Library Information System?

a) **Public Library System, Bibliographical Services, Manpower Development**
b) **Freedom of Information Act, Patents, Copyright**
c) **Library Cataloging, Dewey Decimal System, Subject Classification**
d) **User Studies, Marketing Research, Sales Strategies**

Answer: a) **Public Library System, Bibliographical Services, Manpower Development**

Explanation: The ten chapters of the Draft Policy on Library Information System cover elements like the Public Library System, Bibliographical Services,

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Manpower Development, Modernization of Library and Information System, and other relevant topics.

Q450. Which two significant events of far-reaching implications occurred in the last ten years before the draft policy was submitted?

a) **Enactment of the Information Technology Act and setting up of e-Governance Task Force**
b) **Enactment of the Freedom of Information Act 2002 and setting up of the Information Technology Action Plan Task Force in 1998**
c) **Setting up the National Knowledge Network and the National Digital Library**
d) **Establishment of NASSCOM and NIC**

Answer: b) **Enactment of the Freedom of Information Act 2002 and setting up of the Information Technology Action Plan Task Force in 1998**

Explanation: The two significant events were the enactment of the Freedom of Information Act 2002 and the setting up of the Information Technology Action Plan Task Force in 1998.

Q451. What is the basis of the Freedom of Information Act 2002 in relation to human rights?

a) **It is based on international trade agreements**
b) **It stems from the recognition of the fundamental principle of human rights, particularly freedom of expression**
c) **It is part of the national security framework**
d) **It focuses on the protection of intellectual property rights**

Answer: b) **It stems from the recognition of the fundamental principle of human rights, particularly freedom of expression**

Explanation: The Freedom of Information Act 2002 stems from the recognition of the fundamental principle of human rights, particularly the right to information, which is guaranteed in international law as part of freedom of expression.

Q452. Which international covenant guarantees the right to information as part of freedom of expression?

a) **The International Covenant on Economic, Social and Cultural Rights**
b) **The International Covenant on Civil and Political Rights**
c) **The Universal Declaration of Human Rights**
d) **The International Covenant on Trade and Development**

Answer: b) **The International Covenant on Civil and Political Rights**

Explanation: The right to information is guaranteed as part of freedom of expression in the International Covenant on Civil and Political Rights.

Q453. When was the Indian Freedom of Information Bill passed into law?

a) **1998**
b) **2000**
c) **2002**
d) **2005**

Answer: c) **2002**

Explanation: The Indian Freedom of Information Bill was passed into law in December 2002 after several years of public debate and the enactment of freedom of information laws in various states.

Q454. What was one of the main objectives of the Information Technology Action Plan Task Force set up in 1998?

a) **To draft policies for the modernization of libraries**
b) **To create an information grid for rural**

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development
c) **To promote the use of information technology in national development**
d) **To increase import-export of information products**

Answer: c) **To promote the use of information technology in national development**

Explanation: The Information Technology Action Plan Task Force set up in 1998 was aimed at promoting the use of information technology for national development and modernization.

Q455. How does the Act define information?

a) **Material in any form related to the public authority's financial status**
b) **Material in any form relating to the administration, operation, or decisions of a public authority**
c) **Material related to private organizations funded by the public authority**
d) **Material related to the social interactions of the public authority**

Answer: b) **Material in any form relating to the administration, operation, or decisions of a public authority**

Explanation: The Act defines information as "material in any form relating to the administration, operation, or decisions of a public authority," limiting the scope to the official work of the public authority.

Q456. What is the definition of a record according to the Act?

a) **Any document, microfilm, or microfiche**
b) **Any audio or video material only**
c) **Documents and materials related to the public authority's financials**
d) **Any physical objects belonging to the public authority**

Answer: a) **Any document, microfilm, or microfiche**

Explanation: The Act defines a record as any document, microfilm, microfiche, or any material reproduced by any device.

Q457. What does the Act classify as a 'public authority'?

a) **Any private company with over 50 employees**
b) **Anybody owned, controlled, or substantially financed by the government**
c) **Any public entity involved in international trade**
d) **Any institution involved in healthcare services**

Answer: b) **Anybody owned, controlled, or substantially financed by the government**

Explanation: The Act defines 'public authority' as anybody established under the Constitution or any law, or any entity "owned, controlled or substantially financed by funds provided directly or indirectly" by the government.

Q458. What was the purpose of the National Task Force on Information Technology and Software Development established in 1988?

a) **To develop IT policies for private sectors**
b) **To promote IT infrastructure and boost software development in India**
c) **To create new internet regulations for businesses**
d) **To regulate the export of hardware and software**

Answer: b) **To promote IT infrastructure and boost software development in India**

Explanation: The National Task Force on Information Technology and Software Development was constituted to address bottleneck areas and boost ICT

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development in India, with a focus on infrastructure, software exports, and manpower training.

Q459. Which national campaign was recommended to spread computer literacy and ICT use in education?

a) **Digital India**
b) **OPERATION KNOWLEDGE**
c) **India Tech Mission**
d) **Skill India**

Answer: b) **OPERATION KNOWLEDGE**

Explanation: The Task Force recommended the launch of "OPERATION KNOWLEDGE," a national campaign aimed at universalizing computer literacy and spreading the use of computers and ICT in education.

Q460. What is a notable feature of the Task Force recommendations on information technology?

a) **Promoting IT in large cities only**
b) **Giving information technology a pro-people and pro-development focus**
c) **Focusing exclusively on software development**
d) **Supporting foreign IT firms over Indian startups**

Answer: b) **Giving information technology a pro-people and pro-development focus**

Explanation: The recommendations emphasize a pro-people and pro-development approach, aiming to spread IT benefits to rural areas and small towns, and encourage the use of Indian languages in IT.

Q461. Which three principles are emphasized by the Information Technology Action Plan for India's progress in the global knowledge-driven society?

a) **Automation, centralization, and regulation**
b) **Competition, entrepreneurship, and innovation**
c) **Outsourcing, decentralization, and efficiency**
d) **Standardization, integration, and control**

Answer: b) **Competition, entrepreneurship, and innovation**

Explanation: The Information Technology Action Plan emphasizes competition, entrepreneurship, and innovation as key principles for India's progress in the emerging global knowledge-driven society.

Q462. What is expected to be addressed in the National Informatics Policy?

a) **Only software development guidelines**
b) **All the recommendations of the Task Force**
c) **Hardware manufacturing processes**
d) **Telecommunication standards**

Answer: b) **All the recommendations of the Task Force**

Explanation: The National Informatics Policy is expected to deal with all the recommendations of the Task Force, which cover a wide range of issues such as ICT infrastructure, education, and software development.

Q463. Which three international bodies have been involved in developing library and information activities for more than half a century?

a) **UNESCO, IFLA, and IFLA UBC**
b) **UNESCO, FID, and UAP**
c) **UNESCO, IFLA, and FID**
d) **UNESCO, UBC, and Cyberspace**

Answer: c) **UNESCO, IFLA, and FID**

Explanation: UNESCO (an international governmental body), IFLA (International Federation of Library Associations and Institutions), and FID (International Federation of Information and Documentation) have been actively involved in developing library and information activities in member countries for more than 50 years.

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Q464. What was the objective of the Universal Availability of Publications (UAP) Program initiated by IFLA?

a) **To create metadata standards for global publications**
b) **To provide the widest possible availability of published materials in any format to users**
c) **To assist in formulating national information policies**
d) **To provide technical assistance for publishing online journals**

Answer: b) **To provide the widest possible availability of published materials in any format to users**

Explanation: The UAP Program, supported by UNESCO, aimed to provide the widest possible availability of published materials in any format to users, as an essential element of economic, social, educational, and personal activities.

Q465. What major developments began to shape information systems and services with the advent of ICT and the evolution of the Information Society?

a) **The creation of national libraries and online education**
b) **A total reexamination of structures and functions of information systems and services**
c) **A decline in the relevance of printed publications**
d) **The introduction of copyright reforms**

Answer: b) **A total reexamination of structures and functions of information systems and services**

Explanation: With the advent of ICT and the Information Society, there was a need to completely reexamine the structures and functions of information systems and services at both national and international levels.

Q466. What document did FID prepare for UNESCO in 1990, and what was its purpose?

a) **A guide for digital library systems to promote global collaboration**
b) **A Handbook on the formulation, approval, implementation, and operation of National Information Policies**
c) **A report on the advantages of cyberspace for national development**
d) **A strategic plan for building global library networks**

Answer: b) **A Handbook on the formulation, approval, implementation, and operation of National Information Policies**

Explanation: FID prepared a Handbook for UNESCO in 1990 to help policy-level officers in member states understand and address the challenges and opportunities presented by the rapidly evolving ideas of the Information Superhighway, Cyberspace, and the Information Society.

Q467. How was the 1990 Handbook by FID revised in 2000?

a) **It was expanded to include guidelines on library cataloging**
b) **It was updated by Victor Montviloff to reflect the latest developments in ICT**
c) **It was revised to focus exclusively on digital libraries**
d) **It included new chapters on metadata and digital copyright laws**

Answer: b) **It was updated by Victor Montviloff to reflect the latest developments in ICT**

Explanation: The Handbook was revised and updated in 2000 by Victor Montviloff to reflect the rapid developments in ICT and to serve as a practical tool for guiding national information policy formulation.

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Q468. What are the three paradigms that have been changing every aspect of information and knowledge, as mentioned in the handbook?

a) **Library systems, publishing networks, and electronic databases**
b) **The Information Superhighway, Cyberspace, and the Information Society**
c) **Telecommunications, digital publishing, and cloud storage**
d) **Electronic media, online education, and internet governance**

Answer: b) **The Information Superhighway, Cyberspace, and the Information Society**

Explanation: The three paradigms mentioned in the handbook are the Information Superhighway, Cyberspace, and the Information Society, which have significantly changed how information and knowledge are managed and disseminated.

Q469. What is the Information Superhighway according to the handbook?

a) **A virtual space where data flows freely between users**
b) **The physical and technical network of information connected through the Internet**
c) **A conceptual framework for managing digital rights**
d) **A policy document for managing online libraries**

Answer: b) **The physical and technical network of information connected through the Internet**

Explanation: The Information Superhighway is described as the physical and technical network (Internet) of information, connected through millions of personal computers, where information is stored and accessed via World Wide Web sites.

Q470. What is Cyberspace as defined in the handbook?

a) **A physical space where electronic devices are stored**
b) **A virtual area where data, files, and media are exchanged between computers and users**
c) **A legal framework for governing internet transactions**
d) **A cloud-based system for backing up digital resources**

Answer: b) **A virtual area where data, files, and media are exchanged between computers and users**

Explanation: Cyberspace is defined as a conceptual and virtual area where data, files, images, text, and other media travel back and forth between computers and users.

Q471. What does the concept of Information Society highlight?

a) **Information is the primary force driving economic and social development**
b) **The growing importance of cloud computing for libraries**
c) **The need for legal reforms in digital copyright laws**
d) **The decline of physical libraries due to digital resources**

Answer: a) **Information is the primary force driving economic and social development**

Explanation: The concept of Information Society emphasizes that information is the key force driving all other forces in developing material benefits and advancements for human societies.

Q472. How is the handbook structured to assist governments in addressing national information policy challenges?

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a) **It includes case studies on digital libraries**
b) **It is divided into two main parts: an introduction and a detailed methodology**
c) **It focuses on the importance of international collaboration for library services**
d) **It contains chapters on financial planning for information systems**

Answer: b) **It is divided into two main parts: an introduction and a detailed methodology**

Explanation: The handbook is structured into two main parts: the introduction provides key definitions and context, and the second part details the step-by-step methodology to help governments cope with national information policy challenges.

UNIT 12 INFORMATION INFRASTRUCTURE: NATIONAL AND GLOBAL

Q473. What is the principle of switching in telecommunications networks?

a) **The use of dedicated circuits for communication**
b) **The ability to establish a connection between two chosen ends by turning on switches**
c) **The process of routing data without establishing a direct connection**
d) **The continuous transfer of data without interruptions**

Answer: b) **The ability to establish a connection between two chosen ends by turning on switches**

Explanation: The principle of switching refers to establishing a connection between two endpoints by turning on one or more switches, allowing communication to occur.

Q474. What is circuit switching in telephone networks?

a) **A technique where computers communicate without a dedicated path**
b) **A method where a path and associated resources remain dedicated for the entire duration of communication**
c) **A process of transferring data in bursts without continuous connection**
d) **A technique where communication paths change dynamically during a call**

Answer: b) **A method where a path and associated resources remain dedicated for the entire duration of communication**

Explanation: In circuit switching, a communication path is established and remains dedicated between the source and destination for the entire duration of the information transfer.

Q475. How does data traffic differ from voice traffic in telephone networks?

a) **Data traffic is continuous, while voice traffic is bursty**
b) **Data traffic is bursty, while voice traffic is continuous**
c) **Both data and voice traffic are bursty in nature**
d) **Both data and voice traffic are continuous**

Answer: b) **Data traffic is bursty, while voice traffic is continuous**

Explanation: Data traffic is bursty, meaning it occurs in bursts rather than continuously. In contrast, voice traffic is typically continuous.

Q476. What is packet switching?

a) **A technique where data is transferred continuously through a dedicated circuit**
b) **A method where data is divided into packets and sent independently to the destination**
c) **A process of establishing a connection before sending data**
d) **A method for maintaining a constant connection between two computers**

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Answer: b) **A method where data is divided into packets and sent independently to the destination**

Explanation: Packet switching divides data into smaller packets, which are then sent independently and reassembled at the destination. This technique suits bursty data traffic.

Q477. What role does the Internet play in data networks?

a) **It is a completely separate network from data networks**
b) **It serves as an application-oriented network built over the infrastructure of data networks**
c) **It is a telecommunication network that functions without the use of computers**
d) **It connects only telephone networks globally**

Answer: b) **It serves as an application-oriented network built over the infrastructure of data networks**

Explanation: The Internet is an application-oriented network that was built on top of the existing infrastructure of data networks, allowing computers worldwide to connect and communicate.

Q478. What system was introduced to manage names and addresses of computers connected to the Internet?

a) **Internet Protocol Version 6 (IPv6)**
b) **Circuit Switching System**
c) **Domain Name System (DNS)**
d) **Universal Switching Protocol**

Answer: c) **Domain Name System (DNS)**

Explanation: The Domain Name System (DNS) was introduced to manage and resolve the names and addresses of computers connected to the Internet, enabling users to connect to remote machines easily.

Q479. Why is the Internet running out of address space under IPv4?

a) **The limited number of Internet Protocol addresses has led to serious wastage of address space**
b) **IPv4 was not designed for global use**
c) **The rise of wireless communication has consumed all available addresses**
d) **IPv4 addresses are not compatible with modern communication devices**

Answer: a) **The limited number of Internet Protocol addresses has led to serious wastage of address space**

Explanation: IPv4 uses a 32-bit address system, providing approximately 4 billion unique addresses. However, the way the address space is structured has resulted in significant wastage, leading to the depletion of available addresses.

Q480. What is the primary benefit of Internet Protocol Version 6 (IPv6) compared to IPv4?

a) **IPv6 allows faster data transfer**
b) **IPv6 supports a larger address space with 128-bit addresses**
c) **IPv6 improves wireless communication between devices**
d) **IPv6 enables better encryption for data transfer**

Answer: b) **IPv6 supports a larger address space with 128-bit addresses**

Explanation: IPv6 uses a 128-bit address system, significantly expanding the available address space compared to IPv4's 32-bit system, which is critical as IPv4 addresses are running out.

Q481. When is IPv6 expected to replace IPv4 globally?

a) **In the next 1-2 decades**
b) **In the next 1-2 years**

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c) **It has already fully replaced IPv4**
d) **It will never replace IPv4**

Answer: a) **In the next 1-2 decades**

Explanation: IPv6 is expected to gradually replace IPv4 worldwide over the next one or two decades as more devices and networks transition to using the new protocol.

Q482. What problem did the rapid expansion of the Internet introduce?

a) **Increased data corruption due to overload**
b) **Issues related to scale, particularly the management of names and unique addresses**
c) **Difficulty in establishing stable connections between networks**
d) **Incompatibility between IPv4 and IPv6 protocols**

Answer: b) **Issues related to scale, particularly the management of names and unique addresses**

Explanation: The rapid expansion of the Internet introduced challenges related to scale, especially the management of names and unique addresses for all connected computers.

Q483. Why was the concept of multi-services networks developed?

a) **To simplify data communication protocols**
b) **To reduce the high costs of maintaining separate telephone and data networks**
c) **To enhance the security of telecommunication networks**
d) **To increase the speed of voice communications only**

Answer: b) **To reduce the high costs of maintaining separate telephone and data networks**

Explanation: The management and maintenance of separate telephone and data networks were becoming expensive, leading to the development of multi-services networks that could carry many types of services.

Q484. What is the core idea behind multi-services networks?

a) **The digital representation of various information signals like voice, video, or data**
b) **The use of analog signals for all types of communications**
c) **The separation of different services into distinct physical networks**
d) **The exclusive focus on data transmission over other services**

Answer: a) **The digital representation of various information signals like voice, video, or data**

Explanation: Multi-services networks are based on the idea that if all signals (voice, video, data) are in digital form, a single network can transport these digital signals and offer multiple services.

Q485. What are the Integrated Services Digital Network (ISDN)?

a) **A multi-services network capable of carrying only voice services**
b) **A network designed to carry multimedia services like voice, data, video, and facsimile**
c) **A network that focuses solely on video transmission**
d) **A traditional telephone network with analog signals**

Answer: b) **A network designed to carry multimedia services like voice, data, video, and facsimile**

Explanation: ISDN is a multi-services network capable of carrying various multimedia services, including voice, data, video, and facsimile.

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Q486. What is the minimum and maximum capacity of ISDN at the customer premises as envisioned in 1984?

a) **64 kbps and 1024 kbps**
b) **128 kbps and 4096 kbps**
c) **144 kbps and 2048 kbps**
d) **512 kbps and 2048 kbps**

Answer: c) **144 kbps and 2048 kbps**

Explanation: ISDN, as envisioned in 1984, provides for a minimum capacity of 144 kbps and a maximum of 2048 kbps at the customer premises.

Q487. What is Broadband ISDN (B-ISDN)?

a) **An older version of ISDN with lower data transfer speeds**
b) **An improved version of ISDN designed to handle higher data rates**
c) **A network used solely for telephone services**
d) **A technology unrelated to multimedia services**

Answer: b) **An improved version of ISDN designed to handle higher data rates**

Explanation: B-ISDN is a broadband version of ISDN designed to handle higher data rates to accommodate the needs of modern multimedia services.

Q488. What switching technique is used in Broadband ISDN (B-ISDN)?

a) **Packet switching**
b) **Circuit switching**
c) **Cell switching**
d) **Frame switching**

Answer: c) **Cell switching**

Explanation: B-ISDN uses cell switching, a technique suited for a variety of services, including real-time audio and video transmissions.

Q489. What is Asynchronous Transfer Mode (ATM) in the context of B-ISDN?

a) **A real-time communication protocol for voice-only services**
b) **A transfer mode designed for continuous audio communication only**
c) **A transfer mode that supports a variety of services, including real-time audio and video transmissions**
d) **A method of transferring data that requires synchronous timing between sender and receiver**

Answer: c) **A transfer mode that supports a variety of services, including real-time audio and video transmissions**

Explanation: ATM is an information transfer mode in B-ISDN that supports various services, including real-time audio and video transmissions.

Q490. What differentiates cell switching in B-ISDN from cellular communication in mobile systems?

a) **Cell switching is used for data transfer, while cellular communication is for voice only**
b) **Cell switching refers to switching small data packets, while cellular communication involves mobile voice communication**
c) **Both techniques are the same and used interchangeably**
d) **Cell switching is used only in mobile systems, while cellular communication is used for broadband services**

Answer: b) **Cell switching refers to switching small data packets, while cellular communication involves mobile voice communication**

Explanation: Cell switching in B-ISDN is used to transfer small data packets, whereas cellular communication refers to voice and data transmission in mobile networks.

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Q491. What concept is driving the evolution of intelligent networks?

a) **The exclusive use of packet switching for all services**
b) **The large-scale use of computers combined with powerful signalling networks**
c) **The focus on single-service networks for specialized communication**
d) **The introduction of analog systems in mobile networks**

Answer: b) **The large-scale use of computers combined with powerful signaling networks**

Explanation: The evolution of intelligent networks is driven by the large-scale use of computers and the development of powerful signaling networks, which enable networks to be adaptive, resourceful, and intelligent.

Q492. What is an example of the capabilities of intelligent networks?

a) **Sending data in real-time only in English**
b) **Translating a telephone conversation in real time between different languages**
c) **Making video calls without the need for digital networks**
d) **Providing internet services without a connection to a data network**

Answer: b) **Translating a telephone conversation in real time between different languages**

Explanation: An example of intelligent networks' capabilities is real-time machine translation, where a telephone conversation in one language can be heard in a different language at the receiver's end.

Q493. What are the five main issues concerning NEIS?

a) **Connectivity, Capacity, Content, Culture, and Cost**
b) **Connectivity, Competition, Content, Culture, and Collaboration**
c) **Cost, Culture, Communication, Collaboration, and Connectivity**
d) **Content, Capacity, Communication, Cost, and Convenience**

Answer: a) **Connectivity, Capacity, Content, Culture, and Cost**

Explanation: The five main issues related to NEIS are characterized by the five 'Cs': Connectivity, Capacity, Content, Culture, and Cost.

Q494. What is tele density used to measure?

a) **The percentage of a country's population connected to the internet**
b) **The number of teleconnections per hundred people in the population**
c) **The total number of internet users in a country**
d) **The number of telephone connections per household**

Answer: b) **The number of teleconnections per hundred people in the population**

Explanation: Tele density is a parameter used to express the connectivity level in a country, indicating the number of teleconnections per hundred people in the population.

Q495. Why is tele density not the same as the percentage of the population that has connectivity?

a) **Because tele density does not count internet connections**
b) **Because one person may have more than one connection or one connection may be shared by more than one person**
c) **Because it measures the number of households with teleconnections, not individuals**
d) **Because it only measures rural teleconnections**

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Answer: b) **Because one person may have more than one connection or one connection may be shared by more than one person**

Explanation: Tele density differs from the percentage of the population with connectivity because one person can have multiple connections or a single connection may be shared by multiple people.

Q496. What is an example of a simple service that counts toward connectivity in NEIS?

a) **Mobile internet**
b) **Dial-up Internet access**
c) **Fiber-optic broadband**
d) **Satellite television**

Answer: b) **Dial-up Internet access**

Explanation: A simple service that counts toward connectivity in NEIS is dial-up Internet access, along with other services like telephone connections.

Q497. What is the role of capacity in the context of NEIS?

a) **Capacity refers to the financial resources needed to maintain telecommunication networks**
b) **Capacity refers to the ability of a network to handle the growing demand for data and services**
c) **Capacity refers to the number of users that can access the internet at the same time**
d) **Capacity refers to the speed at which data is transmitted**

Answer: b) **Capacity refers to the ability of a network to handle the growing demand for data and services**

Explanation: In the context of NEIS, capacity refers to the ability of a network to manage the increasing demand for data and various services.

Q498. Why is culture considered an issue in the development of NEIS?

a) **Different cultures may have unique communication needs and preferences**
b) **Culture affects the technological infrastructure required in a country**
c) **Some cultures prefer analog systems over digital networks**
d) **Culture determines the pricing of telecommunications services**

Answer: a) **Different cultures may have unique communication needs and preferences**

Explanation: Culture is an issue in the development of NEIS because different cultures may have distinct communication needs, languages, and preferences, which must be accommodated.

Q499. How does cost become a key issue in NEIS?

a) **Because telecommunication services are expensive to implement and maintain**
b) **Because governments control all telecommunication costs globally**
c) **Because it affects how quickly new technologies are adopted in developing countries**
d) **Because telecommunication infrastructure is free to use**

Answer: a) **Because telecommunication services are expensive to implement and maintain**

Explanation: Cost becomes a key issue in NEIS due to the high expenses associated with the implementation and maintenance of telecommunication services and infrastructure.

Q500. How is access to the Global Information Infrastructure (GII) typically obtained?

a) **Through mobile and satellite networks only**
b) **Via landline telephone networks, packet-switched data networks, mobile networks, or ISDN**

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c) **Using analog lines only**
d) **Direct access to satellites**

Answer: b) **Via landline telephone networks, packet-switched data networks, mobile networks, or ISDN**

Explanation: Access to GII is typically obtained through various telecommunication networks, including landline telephone, packet-switched data networks, mobile networks, and ISDN.

Q501. What is the function of the Subscriber Line Interface Card (SLIC) in the context of network access?

a) **It converts digital signals to analog for transmission**
b) **It receives analog signals at the exchange end**
c) **It enables satellite communication**
d) **It manages the internet connection speed for the subscriber**

Answer: b) **It receives analog signals at the exchange end**

Explanation: The SLIC at the exchange is designed to receive analog signals from the subscriber end in networks where the subscriber side may not yet be digital.

Q502. What is the most commonly used mobile communication system today?

a) **First-generation analog mobile systems**
b) **Third-generation mobile systems**
c) **Global System for Mobile Communications (GSM)**
d) **Asymmetric Digital Subscriber Line (ADSL)**

Answer: c) **Global System for Mobile Communications (GSM)**

Explanation: The most used mobile communication system today is the second-generation system, which follows the GSM standard and is inherently a digital cellular system.

Q503. Which mobile communication systems are categorized as third-generation systems?

a) **Analog systems phased out in earlier generations**
b) **Mobile networks that integrate personal communication via satellites and base stations**
c) **Leased lines used for data transmission**
d) **Digital subscriber lines (DSL) with fiber optics**

Answer: b) **Mobile networks that integrate personal communication via satellites and base stations**

Explanation: Third-generation mobile systems integrate personal communication via satellites and mobile networks, providing universal communication facilities.

Q504. What is the basic assumption regarding subscriber-end devices in the Global Information Infrastructure (GII)?

a) **They are analog devices**
b) **They are digital devices**
c) **They are mobile phones**
d) **They are hybrid devices**

Answer: b) **They are digital devices**

Explanation: A basic assumption in GII is that all devices at the subscriber end are digital, even though the access networks may still be analog.

Q505. What is the function of a modem when using analog lines for digital transmission?

a) **To convert digital signals into satellite signals**
b) **To amplify analog signals over long distances**
c) **To perform digital-to-analog and analog-to-**

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digital conversions for data transmission
d) **To connect mobile phones to landline networks**

Answer: c) **To perform digital-to-analog and analog-to-digital conversions for data transmission**

Explanation: Modems are used on analog lines to convert digital signals into analog for transmission and back into digital for reception.

Q506. What are leased lines typically used for in data networks?

a) **For establishing dial-up access to the internet**
b) **For permanent point-to-point information transfer between two end points**
c) **For temporary connections in mobile communication**
d) **For high-speed fiber optic connections**

Answer: b) **For permanent point-to-point information transfer between two end points**

Explanation: Leased lines are dedicated or private lines obtained on lease, used for permanent point-to-point information transfer, typically in data networks.

Q507. What is a Point-Of-Presence (POP) in telecommunications?

a) **A satellite communication terminal**
b) **The nearest point of telecommunication infrastructure to the subscriber**
c) **A device used for mobile internet access**
d) **A cloud server used for data storage**

Answer: b) **The nearest point of telecommunication infrastructure to the subscriber**

Explanation: A POP is the nearest point of telecommunication infrastructure to the subscriber premises, such as a telephone exchange or mobile base station.

Q508. Which access link type provides the highest speeds for subscriber connections?

a) **Analog lines with modems**
b) **Asymmetric Digital Subscriber Line (ADSL)**
c) **Leased lines**
d) **High-Speed Digital Subscriber Line (HDSL)**

Answer: d) **High-Speed Digital Subscriber Line (HDSL)**

Explanation: HDSL provides the highest speeds for subscriber connections compared to other access link types like analog lines or ADSL.

Q509. Which of the following is a characteristic of ISDN networks?

a) **Subscriber end equipment can be either analog or digital**
b) **It operates entirely in digital mode, from subscriber to exchange**
c) **It uses first-generation analog switching technology**
d) **It does not support multimedia services**

Answer: b) **It operates entirely in digital mode, from subscriber to exchange**

Explanation: ISDN operates entirely in digital mode, from the subscriber equipment to the exchange, supporting multimedia services like voice, data, and video.

Q510. What is the main characteristic of Asymmetric DSL (ADSL) lines?

a) **They offer symmetric upload and download speeds**
b) **They offer high download speeds but limited upload speeds**
c) **They provide high upload speeds but low download speeds**
d) **They support data transmission in analog mode**

Answer: b) **They offer high download speeds but limited upload speeds**

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Explanation: ADSL lines are designed to provide high download speeds up to 2 Mbps but have limited upload speeds, typically 64 or 128 Kbps.

Q511. How do High-Speed Digital Subscriber Lines (HDSL) differ from Asymmetric DSL (ADSL)?

a) **HDSL supports high upload speeds, while ADSL does not**
b) **HDSL offers symmetric data transmission, while ADSL offers asymmetric**
c) **HDSL is used for television cable infrastructure, while ADSL is used for telephone lines**
d) **HDSL offers lower speeds compared to ADSL**

Answer: b) **HDSL offers symmetric data transmission, while ADSL offers asymmetric**

Explanation: HDSL provides symmetric high bit rate data transmission both ways, whereas ADSL offers high download speeds with limited upload speeds.

Q512. What device is used to connect a personal computer to the television cable for high-speed internet access?

a) **Channel Service Unit (CSU)**
b) **Data Service Unit (DSU)**
c) **Cable modem**
d) **Network Termination Type 1 (NT1)**

Answer: c) **Cable modem**

Explanation: A cable modem is used to connect a personal computer to the television cable, offering high-speed internet access.

Q513. What are the typical speeds offered by cable modems for upload and download on television cables?

a) **Upload up to 128 kbps and download up to 2 Mbps**
b) **Upload up to 256 kbps and download up to 10 Mbps**
c) **Upload up to 64 kbps and download up to 5 Mbps**
d) **Upload up to 512 kbps and download up to 20 Mbps**

Answer: b) **Upload up to 256 kbps and download up to 10 Mbps**

Explanation: Cable modems typically offer upload speeds up to 256 kbps and download speeds up to 10 Mbps on television cables.

Q514. What components make up the access device for a data switch Point-Of-Presence (POP)?

a) **Network Termination Type 1 (NT1) and Network Termination Type 2 (NT2)**
b) **Channel Service Unit (CSU) and Data Service Unit (DSU)**
c) **Terminal Adapters (TA) and Data Service Unit (DSU)**
d) **Cable modem and Asymmetric DSL**

Answer: b) **Channel Service Unit (CSU) and Data Service Unit (DSU)**

Explanation: For a data switch POP, the access device includes a Channel Service Unit (CSU) and a Data Service Unit (DSU).

Q515. What functions does the Channel Service Unit (CSU) perform?

a) **It connects the user to a satellite network**
b) **It protects the POP from improper voltages and signals**
c) **It formats user data for television cable transmission**
d) **It provides high-speed internet access through DSL**

Answer: b) **It protects the POP from improper voltages and signals**

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Explanation: The CSU protects the POP from improper voltages and signals that a subscriber might accidentally transfer.

Q516. What additional functions does Network Termination Type 2 (NT2) perform compared to Network Termination Type 1 (NT1)?

a) **It connects to the cable modem**
b) **It handles errors and performs routing functions**
c) **It converts analog signals to digital**
d) **It provides access to ADSL lines**

Answer: b) **It handles errors and performs routing functions**

Explanation: NT2 handles errors and performs routing functions, which is useful for connecting a LAN to the POP.

Q517. How do home networks differ from traditional telecommunication setups in offices and homes?

a) **Home networks use analog technology, while offices use digital**
b) **Home networks are not yet a widespread reality compared to office setups**
c) **Home networks offer more telecommunication facilities than offices**
d) **Home networks exclusively use fiber optics, unlike office networks**

Answer: b) **Home networks are not yet a widespread reality compared to office setups**

Explanation: Home networks are still a vision and not as widely implemented as the traditional telecommunication setups in offices and homes.

Q518. What does the minimum configuration of network termination units (NTU) for ISDN allow?

a) **Four devices to be connected with a data rate of 64 kbps**
b) **Eight devices to be connected with a data rate of 144 kbps**
c) **Ten devices to be connected with a data rate of 128 kbps**
d) **Six devices to be connected with a data rate of 256 kbps**

Answer: b) **Eight devices to be connected with a data rate of 144 kbps**

Explanation: The minimum configuration of NTU for ISDN allows eight devices to be connected with a minimum data rate of 144 kbps.

Q519. What are the two types of channels in ISDN's basic rate interface (BRI), and what are their functions?

a) **B-Channel and T-Channel: B-Channel for data services, T-Channel for signaling**
b) **D-Channel and E-Channel: D-Channel for data services, E-Channel for signaling**
c) **B-Channel and D-Channel: B-Channel for real-time services and packet-switched channels, D-Channel for signaling and data transfer**
d) **A-Channel and B-Channel: A-Channel for signaling, B-Channel for data services**

Answer: c) **B-Channel and D-Channel: B-Channel for real-time services and packet-switched channels, D-Channel for signaling and data transfer**

Explanation: In ISDN BRI, the B-Channel is used for circuit-switched services like voice and slow-motion video, and for packet-switched data services, while the D-Channel is used for signaling and can also handle data transfer if spare capacity is available.

Q520. What are the three speeds available for Ethernet LAN configurations commonly used in offices?

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a) **1 Mbps, 10 Mbps, 100 Mbps**
b) **10 Mbps, 100 Mbps, 1 Gbps**
c) **100 Mbps, 1 Gbps, 10 Gbps**
d) **1 Mbps, 100 Mbps, 10 Gbps**

Answer: b) **10 Mbps, 100 Mbps, 1 Gbps**

Explanation: The three common speeds for Ethernet LAN configurations used in offices are 10 Mbps, 100 Mbps, and 1 Gbps.

Q521. What type of cables are most widely used for Ethernet transmission, and what categories are used for different speeds?

a) **Coaxial cables: Category 3 for 10 Mbps, Category 5 for 100 Mbps, Category 6 for 1 Gbps**
b) **Fiber optic cables: Category 3 for 10 Mbps, Category 5 for 100 Mbps, Category 6 for 1 Gbps**
c) **Unshielded Twisted Pair (UTP) cables: Category 3 for 10 Mbps, Category 5 for 100 Mbps, Category 6 for 1 Gbps**
d) **Shielded Twisted Pair (STP) cables: Category 3 for 10 Mbps, Category 5 for 100 Mbps, Category 6 for 1 Gbps**

Answer: c) **Unshielded Twisted Pair (UTP) cables: Category 3 for 10 Mbps, Category 5 for 100 Mbps, Category 6 for 1 Gbps**

Explanation: Unshielded Twisted Pair (UTP) cables are commonly used for Ethernet transmission, with different categories supporting different speeds: Category 3 for 10 Mbps, Category 5 for 100 Mbps, and Category 6 for 1 Gbps.

Q522. What is the role of servers in an office network?

a) **To provide wireless connectivity**
b) **To manage and share centralized resources, such as printers and files**
c) **To act as a backup for all network devices**
d) **To configure network devices and security settings**

Answer: b) **To manage and share centralized resources, such as printers and files**

Explanation: Servers in an office network manage and share centralized resources like printers, files, databases, and email, making them accessible to everyone on the network.

Q523. What is typically associated with an expensive resource added to a network?

a) **A personal computer**
b) **A mainframe**
c) **A server**
d) **A router**

Answer: c) **A server**

Explanation: When an expensive resource is added to a network, a server is typically associated with it to make the resource sharable or to control access to it.

Q524. What are some examples of servers found in an office environment?

a) **Printer server, Email server, File server, Database server**
b) **Router server, Switch server, Firewall server**
c) **Modem server, Network Access server, Cable server**
d) **Television server, Media server, Game server**

Answer: a) **Printer server, Email server, File server, Database server**

Explanation: Examples of servers found in an office environment include printer servers, email servers, file servers, and database servers.

Q525. What are the different types of devices that can be used to implement a server in a network?

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a) **Only mainframes**
b) **Personal computers, workstations, or mainframes**
c) **Only workstations**
d) **Only high-end routers**

Answer: b) **Personal computers, workstations, or mainframes**

Explanation: Servers can be implemented using personal computers, workstations, or mainframes, depending on the needs of the network.

Q526. What are the three types of corporate networks?

a) **Intranet, Extranet, Virtual Private Network**
b) **LAN, WAN, MAN**
c) **Internet, Extranet, Private Network**
d) **VPN, Ethernet, Token Ring**

Answer: a) **Intranet, Extranet, Virtual Private Network**

Explanation: The three types of corporate networks are Intranet, Extranet, and Virtual Private Network (VPN).

Q527. What is the primary characteristic of a closed user group in corporate networks?

a) **It is open to everyone on the Internet**
b) **It serves a particular user group with restricted access**
c) **It is only accessible via leased lines**
d) **It allows unrestricted access to anyone within the corporation**

Answer: b) **It serves a particular user group with restricted access**

Explanation: A closed user group in corporate networks serves a particular user group with restricted access to ensure security.

Q528. How does an Intranet differ from the Internet in terms of access?

a) **Intranet is accessible by anyone on the Internet, while the Internet is restricted**
b) **Intranet is restricted to the corporate community, while the Internet is public**
c) **Intranet is slower compared to the Internet**
d) **Intranet requires special hardware to access, while the Internet does not**

Answer: b) **Intranet is restricted to the corporate community, while the Internet is public**

Explanation: An Intranet is restricted to the corporate community and is not accessible to outsiders, while the Internet is a public network accessible to everyone.

Q529. What does an Extranet include beyond the corporate employees?

a) **Only corporate employees from different branches**
b) **Only suppliers and distributors of the corporate**
c) **Suppliers, distributors, and business associates**
d) **External customers and clients**

Answer: c) **Suppliers, distributors, and business associates**

Explanation: An Extranet includes not only the corporate employees but also suppliers, distributors, and business associates.

Q530. Why did corporate bodies shift from using leased lines to Intranet?

a) **Leased lines were more secure than Intranet**
b) **Leased lines were less expensive compared to Internet-based solutions**
c) **Intranet is cheaper due to lower Internet communication costs**
d) **Intranet provided better hardware support than leased lines**

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Answer: c) **Intranet is cheaper due to lower Internet communication costs**

Explanation: Corporate bodies shifted to using Intranet because it is cheaper due to lower Internet communication costs compared to the expensive leased lines.

Q531. What is a Virtual Private Network (VPN) and how does it enhance security?

a) **A VPN uses a private infrastructure and requires no additional security measures**
b) **A VPN is a private network with physical security measures**
c) **A VPN uses shared public infrastructure but adds additional security through tunneling**
d) **A VPN is a type of leased line network that provides inherent security**

Answer: c) **A VPN uses shared public infrastructure but adds additional security through tunneling**

Explanation: A VPN uses shared public infrastructure like the Internet but adds additional security through mechanisms like tunneling and encryption to protect data.

Q532. What is the purpose of tunneling in VPNs?

a) **To provide a physical barrier to unauthorized access**
b) **To encapsulate and encrypt data for secure transmission over the Internet**
c) **To connect directly to leased lines without encryption**
d) **To filter data to prevent network congestion**

Answer: b) **To encapsulate and encrypt data for secure transmission over the Internet**

Explanation: Tunneling in VPNs is used to encapsulate and encrypt data to ensure secure transmission over the Internet, protecting it from unauthorized access.

Q533. How does tunneling in VPNs resemble using two envelopes for communication?

a) **The outer envelope is used for address processing, and the inner envelope contains the actual data**
b) **Both envelopes are used for encryption and decryption**
c) **The inner envelope is used for address processing, and the outer envelope contains the data**
d) **Only the outer envelope is used, while the inner envelope is discarded**

Answer: a) **The outer envelope is used for address processing, and the inner envelope contains the actual data**

Explanation: Tunneling in VPNs is like using two envelopes for communication where the outer envelope is used for address processing and the inner envelope contains the actual data, ensuring that only the outer envelope is visible during transmission.

Q534. What are the three types of user authentication methods mentioned?

a) **Information keys, physical keys, biometric keys**
b) **Password keys, digital signatures, smart cards**
c) **Voiceprints, fingerprints, encryption**
d) **Biometric keys, digital signatures, firewalls**

Answer: a) **Information keys, physical keys, biometric keys**

Explanation: The three types of user authentication methods are information keys (like passwords), physical keys (like magnetic cards), and biometric keys (like voiceprints and fingerprints).

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Q535. How does the Challenge Handshake Authentication Protocol (CHAP) differ from Kerberos in terms of authentication?

a) **CHAP uses a central server for authentication, while Kerberos uses direct server authentication**
b) **CHAP performs authentication via a central server, while Kerberos performs it directly from the server**
c) **Kerberos uses digital signatures, while CHAP uses biometric authentication**
d) **Kerberos and CHAP are similar in terms of authentication methods**

Answer: b) **CHAP performs authentication via a central server, while Kerberos performs it directly from the server**

Explanation: CHAP authentication occurs directly from the server the user wishes to access, while Kerberos authentication takes place via a central Kerberos server.

Q536. What is the purpose of digital signatures in message authentication?

a) **To encrypt the message content for security**
b) **To authenticate the signer, the contents, and proof of dispatch of the document**
c) **To decrypt the encrypted message**
d) **To analyze the effectiveness of the encryption scheme**

Answer: b) **To authenticate the signer, the contents, and proof of dispatch of the document**

Explanation: Digital signatures are used to authenticate the signer, the contents of the document, and provide proof of dispatch.

Q537. What does cryptology involve?

a) **Only encryption and decryption processes**
b) **Encryption, decryption, and crypt analysis**
c) **Only crypt analysis and storage security**
d) **Only decryption and public key systems**

Answer: b) **Encryption, decryption, and crypt analysis**

Explanation: Cryptology involves encryption, decryption, and crypt analysis to ensure secure communication and data protection.

Q538. What distinguishes symmetric cryptosystems from asymmetric cryptosystems?

a) **Symmetric systems use the same key for encryption and decryption, while asymmetric systems use different keys**
b) **Asymmetric systems are faster than symmetric systems**
c) **Symmetric systems are used for email encryption only**
d) **Asymmetric systems require physical keys**

Answer: a) **Symmetric systems use the same key for encryption and decryption, while asymmetric systems use different keys**

Explanation: Symmetric cryptosystems use the same key for both encryption and decryption, while asymmetric cryptosystems use different keys.

Q539. What is a widely used symmetric cryptosystem and an example of an asymmetric cryptosystem?

a) **RSA and DES**
b) **DES and RSA**
c) **Public key cryptography and DES**
d) **Private key cryptography and RSA**

Answer: b) **DES and RSA**

Explanation: Data Encryption Standard (DES) is a widely used symmetric cryptosystem, and RSA is a well-known asymmetric cryptosystem.

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Q540. What is the role of a firewall in network security?

a) **To encrypt data for secure communication**
b) **To examine incoming messages and control access between a public and a private network**
c) **To detect and remove malicious software from the network**
d) **To manage user authentication and digital signatures**

Answer: b) **To examine incoming messages and control access between a public and a private network**

Explanation: A firewall examines incoming messages and controls access between a public access network and a private protected network.

Q541. How do application firewalls, also known as proxies, contribute to application security?

a) **By encrypting all data transmitted over the network**
b) **By inspecting and filtering network traffic to prevent unauthorized access**
c) **By managing user authentication and access permissions**
d) **By monitoring and removing malicious software from applications**

Answer: b) **By inspecting and filtering network traffic to prevent unauthorized access**

Explanation: Application firewalls or proxies contribute to application security by inspecting and filtering network traffic to prevent unauthorized access.

Q542. What are the three common types of malicious content that can enter networks?

a) **Viruses, worms, and Trojan horses**
b) **Spam, encryption keys, and digital signatures**
c) **Firewalls, proxies, and antivirus software**
d) **Spam, phishing, and ransomware**

Answer: a) **Viruses, worms, and Trojan horses**

Explanation: The three common types of malicious content that can enter networks are viruses, worms, and Trojan horses.

UNIT 13 INFORMATION SOCIETY

Q543. According to Masuda, what was the driving force for the development of society?

a) **Technological advancements**
b) **Production of information values**
c) **Industrial progress**
d) **Political changes**

Answer: b) **Production of information values**

Explanation: Masuda perceived the transition of society to a point where the production of information values became the driving force for societal development.

Q544. What did Tom Stonier argue about the transition from industrial to information societies?

a) **The shift was purely technological with no social implications**
b) **There were explicit parallels and contrasts between industrial and information societies**
c) **Information societies were a temporary phase before returning to industrialism**
d) **The transition was solely driven by economic factors**

Answer: b) **There were explicit parallels and contrasts between industrial and information societies**

Explanation: Tom Stonier drew explicit parallels and contrasts between industrial and information societies in his analysis.

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Q545. How did Daniel Bell contribute to the concept of the 'Information Society'?

a) **By promoting technological utopianism**
b) **By arguing for the dominance of industrial production**
c) **By theorizing that theoretical knowledge is central to the socio-economic system**
d) **By criticizing the idea of information as a source of wealth**

Answer: c) **By theorizing that theoretical knowledge is central to the socio-economic system**

Explanation: Daniel Bell argued that the rise of theoretical knowledge, driven by science and technology, indicated a shift to a new 'axial principle' central to the socio-economic system.

Q546. What factor was key in shifting discourse from post-industrialism to the Information Society?

a) **The decline of industrial production**
b) **The massive growth in the economic significance of Information Technology**
c) **The rise of political movements**
d) **The introduction of manual labor**

Answer: b) **The massive growth in the economic significance of Information Technology**

Explanation: The growth in the economic significance of Information Technology was a key factor in shifting the discourse from post-industrialism to the Information Society.

Q547. What theme is described as having a powerful influence in the U.S.A., ?

a) **Technological dystopianism**
b) **Technological utopianism**
c) **Industrial conservatism**
d) **Political pragmatism**

Answer: b) **Technological utopianism**

Explanation: Technological utopianism, especially prevalent in the U.S.A., is described as a powerful theme that influenced the concept of the Information Society.

Q548. How did Alvin Toffler and John Naisbitt contribute to the popularization of the 'Information Society'?

a) **By criticizing the concept of information societies**
b) **By promoting the idea of technological dystopianism**
c) **By popularizing the concept through their writings and analyses**
d) **By focusing solely on economic factors**

Answer: c) **By popularizing the concept through their writings and analyses**

Explanation: Alvin Toffler and John Naisbitt played a significant role in popularizing the concept of the 'Information Society' through their influential writings.

Q549. According to Manfred Kochen, what is an 'Information Society' evolving towards?

a) **A global industrial system**
b) **A stage in the evolution of 'community brains' towards a 'world brain'**
c) **A network of isolated knowledge hubs**
d) **A focus on manual labor and industrialization**

Answer: b) **A stage in the evolution of 'community brains' towards a 'world brain'**

Explanation: Manfred Kochen described the 'Information Society' as a stage in the evolution

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towards a 'world brain,' reflecting a significant transition in how knowledge is organized and shared.

Q550. What metaphor did Alvin Toffler use to describe the impact of information on society?

a) **A technological revolution**
b) **An information bomb exploding**
c) **A gradual shift in societal norms**
d) **A new industrial age**

Answer: b) **An information bomb exploding**

Explanation: Alvin Toffler metaphorically described the impact of information on society as an 'information bomb exploding,' indicating a significant and disruptive change.

Q551. What role did the computer play in the transition from an industrial to an information society ?

a) **It facilitated the return to industrial practices**
b) **It was a significant factor in the transition to an information society**
c) **It had no impact on the societal transition**
d) **It only influenced economic factors**

Answer: b) **It was a significant factor in the transition to an information society**

Explanation: The computer played a significant role in the transition from an industrial to an information society, contributing to the rise of information technology and its economic significance.

Q552. How does Blaise Cronin define an information society?

a) **A society where physical labor is essential**
b) **A society where intellectual labor dominates, and physical labor seems outdated**
c) **A society focused solely on technological advancements**
d) **A society where manual labor is equally important as intellectual work**

Answer: b) **A society where intellectual labor dominates, and physical labor seems outdated**

Explanation: Blaise Cronin describes an information society as one where labor has become intellectualized, making physical labor seem outdated.

Q553. What does Manfred Kochen emphasize about the concept of an information society?

a) **The dominance of material flows over information**
b) **The importance of technological and economic aspects alone**
c) **The central role of information in communication and control exchanges**
d) **The reduction of information flow in societal exchanges**

Answer: c) **The central role of information in communication and control exchanges**

Explanation: Manfred Kochen emphasizes that in an information society, information rather than material flows constitutes most of the communication and control exchanges.

Q554. According to Martin, how does information impact various aspects of society?

a) **It has minimal influence on living standards and the marketplace**
b) **It influences living standards, work patterns, education, and the marketplace**
c) **It only affects the economy, not other societal aspects**
d) **It has a negative impact on social change and economic development**

Answer: b) **It influences living standards, work patterns, education, and the marketplace**

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Explanation: Martin suggests that in an information society, information significantly influences living standards, work patterns, education, and the marketplace.

Q555. What is Branscomb's definition of an information society?

a) **A society where most people are engaged in physical labor**
b) **A society where information is minimally utilized**
c) **A society where the majority of people are involved in creating, gathering, storing, processing, or distributing information**
d) **A society that focuses only on technological advancements**

Answer: c) **A society where most people are involved in creating, gathering, storing, processing, or distributing information**

Explanation: Branscomb defines an information society as one where the majority of people are engaged in various aspects of information handling.

Q556. What are the five criteria for defining an Information Society, according to Frank Webster?

a) **Technological, economic, occupational, spatial, cultural**
b) **Political, social, economic, environmental, technological**
c) **Technological, educational, economic, cultural, geographical**
d) **Technological, political, social, financial, cultural**

Answer: a) **Technological, economic, occupational, spatial, cultural**

Explanation: Frank Webster distinguishes five criteria for defining an Information Society: technological, economic, occupational, spatial, and cultural.

Q557. What does the technological perception of the Information Society emphasize?

a) **Economic factors and market trends**
b) **Social and political attributes**
c) **Breakthroughs in information processing, storage, and transmission**
d) **Cultural and spatial aspects of society**

Answer: c) **Breakthroughs in information processing, storage, and transmission**

Explanation: Technological perception emphasizes the role of technological innovations in information processing, storage, and transmission.

Q558. What major concern is highlighted in the technological perspective of the Information Society?

a) **The high cost of computers**
b) **The increasing power of computers and their widespread application**
c) **The decline in the use of information technology**
d) **The reduction of technological advancements**

Answer: b) **The increasing power of computers and their widespread application**

Explanation: The technological perspective highlights the significant increase in computer power and its widespread application across various areas of society.

Q559. What does Martin's scenario of the Information Society primarily focus on?

a) **The economic impact of information technology**
b) **The spread of digital networks as a key element**
c) **The reduction in technological infrastructure**
d) **The decline of information-intensive products**

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Answer: b) **The spread of digital networks as a key element**

Explanation: Martin's scenario focuses on the spread of digital networks as a key element in the Information Society.

Q560. What economic changes are often associated with the concept of an information society?

a) **Growth of the manufacturing sector and decline in services**
b) **Growth of the service sector and decline in manufacturing employment**
c) **Increase in agricultural productivity and decline in information jobs**
d) **Equal growth in both industrial and service sectors**

Answer: b) **Growth of the service sector and decline in manufacturing employment**

Explanation: The economic perception of an information society highlights the growth of the service sector and a decline in employment in manufacturing.

Q561. How did Machlup contribute to the study of the information society?

a) **By analyzing the growth of the agricultural sector**
b) **By focusing on the 'knowledge sector' and its economic contribution**
c) **By examining technological innovations only**
d) **By studying political impacts on the information society**

Answer: b) **By focusing on the 'knowledge sector' and its economic contribution**

Explanation: Machlup analyzed the 'knowledge sector' and its significant contribution to the Gross National Product (GNP), emphasizing its growth compared to the industrial sector.

Q562. What was Umaseo's prediction about the 'spiritual industries'?

a) **They would decline in developed economies**
b) **They would rise over material and agricultural sectors in developed economies**
c) **They would remain unchanged in economic importance**
d) **They would replace the manufacturing sector**

Answer: b) **They would rise over material and agricultural sectors in developed economies**

Explanation: Umaseo predicted that 'spiritual industries' would rise over material and agricultural sectors in more developed economies.

Q563. What was Marc Porat's contribution to the study of the information economy?

a) **Focusing on technological advancements only**
b) **Defining information activities and sectors broadly, including both primary and secondary information sectors**
c) **Limiting the definition of information work to the knowledge sector only**
d) **Analyzing only the impact of information on social structures**

Answer: b) **Defining information activities and sectors broadly, including both primary and secondary information sectors**

Explanation: Marc Porat broadened the definition of information activities to include both primary and secondary information sectors, estimating their significant impact on the economy and labor force.

Q564. What criticism has been directed towards Porat's analysis of the information economy?

a) **It is too narrow and does not account for all economic sectors**
b) **It lacks consideration of the technological aspects of the information society**

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c) **It is too broad and includes too many types of workers as information workers**
d) **It does not adequately address the social implications of the shift to an information society**

Answer: c) **It is too broad and includes too many types of workers as information workers**

Explanation: Critics have argued that Porat's classification of information workers is too broad, including diverse jobs that may not fit logically within the information sector, potentially weakening its social distinctiveness.

Q565. What is a key role of the information profession in the information society?

a) **Limiting access to information to maintain control**
b) **Creating databases and systems to assist in searching and information retrieval**
c) **Focusing solely on the technical aspects of information management**
d) **Avoiding financial negotiations with publishers**

Answer: b) **Creating databases and systems to assist in searching and information retrieval**

Explanation: The information profession plays a crucial role in creating databases and systems that use technology to assist users in searching and retrieving information.

Q566. How can information professionals help address the digital divide?

a) **By limiting access to digital resources**
b) **By ensuring access to information resources and promoting information literacy**
c) **By avoiding the use of technology in information management**
d) **By focusing only on traditional information sources**

Answer: b) **By ensuring access to information resources and promoting information literacy**

Explanation: Information professionals can address the digital divide by ensuring access to resources and promoting information literacy to help individuals navigate and benefit from digital environments.

Q567. What distinction does the text make between information skills and technical skills?

a) **Information skills are not necessary in the information society**
b) **Technical skills are more important than information skills**
c) **Information skills involve evaluating the quality of information, while technical skills involve working with technology**
d) **Technical skills and information skills are identical and interchangeable**

Answer: c) **Information skills involve evaluating the quality of information, while technical skills involve working with technology**

Explanation: The text distinguishes between information skills, which involve evaluating the quality and relevance of information, and technical skills, which are necessary for working with technology and accessing electronic resources.

Q568. Why is the mediation role of information professionals still significant despite technological advances?

a) **Machines can fully understand and interpret complex language nuances**
b) **Machines cannot fully grasp semantic complexities and subtleties of language**
c) **The role of mediation is less important now due to advanced technology**
d) **Information professionals have become obsolete in the digital age**

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Answer: b) **Machines cannot fully grasp semantic complexities and subtleties of language**

Explanation: Despite technological advances, the mediation role of information professionals remains significant because machines cannot fully understand the semantic complexities and nuances of language necessary for effective information retrieval.

UNIT 14 KNOWLEDGE SOCIETY

Q500. What new dimension has been added to the factors of economic production in the knowledge economy?

a) **Information and knowledge**
b) **Technology and innovation**
c) **Capital and investment**
d) **Trade and commerce**

Answer: a) **Information and knowledge**

Explanation: In the knowledge economy, 'information and knowledge' have been added as new dimensions to the conventional factors of economic production, which traditionally included land, labour, capital, and organization.

Q501. Why did economists previously resist considering information and knowledge as distinct factors of production?

a) **Because they were seen as irrelevant to economic theory**
b) **Because they were considered part of overheads for accounting and budgets**
c) **Because they lacked clear measurable metrics**
d) **Because they were not seen as valuable resources**

Answer: b) **Because they were considered part of overheads for accounting and budgets**

Explanation: Economists previously viewed information and knowledge as part of overheads for accounting and budgets, which led to reluctance in recognizing them as distinct factors of production.

Q502. What has led to the emergence of information/knowledge economics as a specialty?

a) **The integration of technology in traditional economic theories**
b) **The failures of government and business policies**
c) **The increase in investments in information and knowledge generation**
d) **The advancement of intelligent electronics and its impact on communication and control**

Answer: d) **The advancement of intelligent electronics and its impact on communication and control**

Explanation: The advancement of intelligent electronics, which enhances capacities for communication, computation, and control, has contributed to the emergence of information/knowledge economics as a specialty.

Q503. According to Lamberton, what is transforming economics and other social sciences?

a) **The development of new economic policies**
b) **The integration of information technology in production processes**
c) **The new paradigm of information and knowledge economics**
d) **The increase in global trade and economic cooperation**

Answer: c) **The new paradigm of information and knowledge economics**

Explanation: Lamberton claims that the emergence of the new paradigm of information and knowledge economics is transforming economics and possibly other social sciences.

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Q504. What is one characteristic of information and knowledge that distinguishes them from other economic resources?

a) **They are easily quantifiable and measurable**
b) **They are shareable but not exchangeable**
c) **They decrease in value with use**
d) **They are static and unchanging**

Answer: b) **They are shareable but not exchangeable**

Explanation: Information and knowledge are unique because they are shareable but not exchangeable, meaning they can be given away and retained simultaneously.

Q505. How does the value of information and knowledge change over time?

a) **It remains constant**
b) **It decreases predictably over time**
c) **It varies in an unpredictable manner**
d) **It is fixed based on initial investment**

Answer: c) **It varies in an unpredictable manner**

Explanation: The value of information and knowledge can vary unpredictably over time, unlike other economic resources.

Q506. What does the characteristic of information and knowledge be "expandable and increasing with use" imply?

a) **Information and knowledge diminish in value with more use**
b) **Information and knowledge cannot be utilized multiple times**
c) **Information and knowledge grow and improve as they are used**
d) **Information and knowledge remain static regardless of usage**

Answer: c) **Information and knowledge grow and improve as they are used**

Explanation: The characteristic that information and knowledge are "expandable and increasing with use" means that their value and utility grow as they are utilized.

Q507. How is the 'consumption rate' of information and knowledge quantified?

a) **By measuring the amount of time spent on using them**
b) **By calculating their impact on productivity**
c) **By quantifying the frequency and extent of their use**
d) **By assessing their influence on decision-making**

Answer: c) **By quantifying the frequency and extent of their use**

Explanation: The 'consumption rate' of information and knowledge can be quantified by measuring how frequently and extensively they are used.

Q508. Who are considered knowledge workers in the new economy?

a) **Engineers, programmers, and designers**
b) **Salespersons, accountants, and administrative staff**
c) **Manufacturing workers and laborers**
d) **Marketing executives and customer service representatives**

Answer: a) **Engineers, programmers, and designers**

Explanation: Knowledge workers include individuals such as engineers, programmers, and designers whose major output is research that leads to new products and services.

Q509. What does the category "Content Services" include?

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a) **Newspapers, directories, periodicals, books**
b) **Electronic and non-electronic databases, indexes, libraries**
c) **Computers, peripherals, office information equipment**
d) **Radio, television, videodisc and tape players**

Answer: b) **Electronic and non-electronic databases, indexes, libraries**

Explanation: "Content Services" encompasses electronic and non-electronic databases, indexes, libraries, and other services related to information management.

Q510. Which category includes "packet switches, switchboards, and modems"?

a) **Information Technologies**
b) **Content Packages**
c) **Facilitation Services**
d) **Integrating Technologies**

Answer: d) **Integrating Technologies**

Explanation: "Integrating Technologies" includes devices such as packet switches, switchboards, modems, and other equipment that facilitates the integration of different technologies.

Q511. According to Peter Drucker, what is needed to fully understand knowledge as an economic resource?

a) **An improved theory of economic value**
b) **An economic theory that places knowledge at the center of wealth production**
c) **Advanced data analytics tools**
d) **Increased government regulation on knowledge production**

Answer: b) **An economic theory that places knowledge at the center of wealth production**

Explanation: Drucker emphasizes the need for an economic theory that centers on knowledge as a primary factor of wealth production to fully understand its role as an economic resource.

Q512. Which method is NOT listed for developing knowledge?

a) **Continuous improvement of process, product, service**
b) **Exploitation of existing knowledge to develop new products**
c) **Genuine innovation**
d) **Random experimentation without strategic planning**

Answer: d) **Random experimentation without strategic planning**

Explanation: The methods for developing knowledge include continuous improvement, exploitation of existing knowledge, and genuine innovation, but random experimentation is not listed.

Q513. What is one characteristic of knowledge that distinguishes it from other economic resources?

a) **It can be measured precisely in terms of benefits**
b) **It is intangible and cannot be quantified**
c) **It decreases in value with increased use**
d) **It is easy to predict its economic impact**

Answer: b) **It is intangible and cannot be quantified**

Explanation: Knowledge is intangible, and its value cannot be easily quantified or measured in the same way as other economic resources.

Q514. What role do knowledge managers, chief knowledge officers, and knowledge engineers play in the context of knowledge management?

a) **They handle customer service and support**
b) **They manage and optimize the use of**

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knowledge within an organization
c) **They oversee manufacturing and production processes**
d) **They develop marketing strategies and sales plans**

Answer: b) **They manage and optimize the use of knowledge within an organization**

Explanation: In knowledge management, roles such as knowledge managers and chief knowledge officers are focused on managing and optimizing the use of knowledge within organizations.

Q515. What challenge does the field of information economics face ?

a) **The inability to accurately measure the cost of producing knowledge**
b) **The difficulty in quantifying knowledge and determining its economic return**
c) **The overestimation of the value of knowledge**
d) **The lack of technological tools to support knowledge management**

Answer: b) **The difficulty in quantifying knowledge and determining its economic return**

Explanation: The field of information economics faces the challenge of quantifying knowledge and determining its economic return, as it is difficult to measure the value and impact of knowledge precisely.

Q516. What does the term 'digital divide' refer to?

a) **The gap between people who have access to modern information technology and those who do not**
b) **The disparity in access to educational resources between different countries**
c) **The differences in economic wealth between urban and rural areas**
d) **The variation in technological advancements across different industries**

Answer: a) **The gap between people who have access to modern information technology and those who do not**

Explanation: The 'digital divide' describes the disparity between individuals who have access to and can use modern information technology and those who cannot.

Q517. According to Keniston, which of the following is NOT one of the types of digital divides?

a) **Linguistic and cultural divide**
b) **Economic and infrastructure divide**
c) **National divide between developed and developing countries**
d) **Emergence of a new elite group ('digirati')**

Answer: b) **Economic and infrastructure divide**

Explanation: Keniston identifies divides related to wealth, education, language, and emerging elites, but not specifically an "economic and infrastructure divide" as a type of digital divide.

Q518. What was a key finding from the 2003 workshop on the digital divide held at the National Institute of Advanced Studies?

a) **Information technologies should only be introduced when they effectively meet basic human needs**
b) **The most effective ICT solutions are always computer-based**
c) **ICT programs should be designed solely by international experts**
d) **Information technologies are irrelevant for local needs**

Answer: a) **Information technologies should only be introduced when they effectively meet basic human needs**

Explanation: The workshop emphasized that information technologies should be implemented

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when they are the most effective means of addressing basic human needs and rights.

Q519. What is the main argument regarding the value of ICT in developing countries?

a) **ICT can replace basic infrastructure needs**
b) **ICT can make existing processes more efficient but cannot substitute for basic infrastructure**
c) **ICT is ineffective without advanced technological tools**
d) **ICT has no role in industrial growth**

Answer: b) **ICT can make existing processes more efficient but cannot substitute for basic infrastructure**

Explanation: While ICT can improve the efficiency of existing assets and processes, it cannot replace the need for basic infrastructure necessary for growth.

Q520. What did Keniston suggest about the relationship between information poverty and other forms of poverty in developing nations?

a) **Information poverty is the primary cause of other deficiencies**
b) **Information poverty is a consequence of other forms of poverty**
c) **Information poverty is unrelated to other types of poverty**
d) **Information poverty is the result of global economic policies**

Answer: b) **Information poverty is a consequence of other forms of poverty**

Explanation: Keniston argues that information poverty in developing nations is a consequence of other forms of poverty, including social inequalities, illiteracy, and lack of basic public services.

Q521. , how is literacy defined in the context of the Indian population?

a) **Ability to read and write in English with formal schooling**
b) **Ability to read and write simple words in any Indian language, with or without formal schooling**
c) **Ability to perform complex calculations and technical writing**
d) **Ability to use modern information technology tools**

Answer: b) **Ability to read and write simple words in any Indian language, with or without formal schooling**

Explanation: Literacy in India is defined as the ability to read and write simple words in any Indian language, regardless of formal schooling, which is considered basic for the context of a knowledge economy.

Q522. What are some of the critical observations about the state of human capital in India as it relates to the knowledge economy?

a) **India's human capital is already advanced and does not require further development**
b) **India's human capital needs substantial development to achieve a knowledge-based economy**
c) **India's human capital is primarily focused on traditional industries**
d) **India's human capital is irrelevant to the knowledge economy**

Answer: b) **India's human capital needs substantial development to achieve a knowledge-based economy**

Explanation: The observations highlight that India's human capital needs significant development to effectively contribute to a knowledge-based economy.

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Q523. What did the text suggest about the link between infrastructure and industrial growth?

a) **Infrastructure has little impact on industrial growth**
b) **Industrial growth is supported by investments in large infrastructure projects**
c) **Industrial growth only depends on technological advancements**
d) **Infrastructure is not necessary for the growth of physical asset-intensive industries**

Answer: b) **Industrial growth is supported by investments in large infrastructure projects**

Explanation: The text suggests that investments in large infrastructure, such as railways and power grids, support industrial growth by providing the necessary physical assets and facilities.

UNIT 15 KNOWLEDGE MANAGEMENT: CONCEPTS AND TOOLS

Q524. According to Davenport and Prusak, how is knowledge related to data and information?

a) **Knowledge is interchangeable with data and information**
b) **Knowledge is neither data nor information but is related to both**
c) **Knowledge is a subset of data and information**
d) **Knowledge is a higher form of information and data**

Answer: b) **Knowledge is neither data nor information but is related to both**

Explanation: Davenport and Prusak emphasize that knowledge is distinct from both data and information but has a relationship with both.

Q525. What are the three elements involved in the knowledge process?

a) **Data, information, and knowledge**
b) **The knower, the known, and the process of knowing**
c) **The knowee, the knower, and the process of knowing**
d) **The knowledge holder, the knowledge seeker, and the process of application**

Answer: c) **The knowee, the knower, and the process of knowing**

Explanation: The knowledge process involves the knowee, the knower, and the process of knowing, which together contribute to the creation of knowledge.

Q526. When does information become knowledge ?

a) **When it is processed in the mind of an individual**
b) **When it is stored in digital forms**
c) **When it is communicated to others**
d) **When it is documented in written or spoken forms**

Answer: a) **When it is processed in the mind of an individual**

Explanation: Information becomes knowledge once it is processed and interpreted by an individual's mind.

Q527. How does knowledge become information again after being processed?

a) **When it is embodied in documents or artifacts**
b) **When it is articulated or communicated to others**
c) **When it is stored in organizational processes**
d) **When it is represented in multimedia forms**

Answer: b) **When it is articulated or communicated to others**

Explanation: Knowledge becomes information again when it is articulated or communicated through various means such as text, speech, or other forms.

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Q528. Which of the following best describes the nature of knowledge ?

a) **Knowledge is a static and fixed asset**
b) **Knowledge is an intangible, boundary-less, and dynamic asset**
c) **Knowledge is a tangible, boundary-defined, and static asset**
d) **Knowledge is a fixed and re-usable physical resource**

Answer: b) **Knowledge is an intangible, boundary-less, and dynamic asset**

Explanation: Knowledge is characterized as intangible, boundary-less, and dynamic, increasing in value with experience and organizational life.

Q529. What is a key characteristic of knowledge in the context of its value to an enterprise?

a) **It decreases in value with employee experience**
b) **It is a renewable and re-usable asset that increases with experience**
c) **It is valuable only when documented in digital forms**
d) **It is fixed and does not change over time**

Answer: b) **It is a renewable and re-usable asset that increases with experience**

Explanation: Knowledge is a renewable, re-usable asset that increases in value with employee experience and organizational life.

Q530. How is knowledge typically represented and embedded within an organization?

a) **Only through formal documentation and databases**
b) **Only through physical artifacts and tangible resources**
c) **In organizational processes, routines, networks, and document repositories**
d) **Only through individual cognitive processes and intellectual activities**

Answer: c) **In organizational processes, routines, networks, and document repositories**

Explanation: Knowledge can be represented and embedded in various organizational processes, routines, networks, and document repositories, though it is ultimately generated and applied through cognitive processes.

Q531. What is the main focus of Knowledge Discovery (KD) in the context of the text?

a) **The development of software for text and data mining**
b) **The investigation and creation of knowledge from data collections**
c) **The application of statistical techniques in citation studies**
d) **The classification and organization of information retrieval systems**

Answer: b) **The investigation and creation of knowledge from data collections**

Explanation: KD focuses on investigating and creating knowledge through the use of various processes, algorithms, and mechanisms for retrieving potential knowledge from data collections.

Q532. According to Don Swanson, what can be inferred from what has already been published?

a) **Explicitly stated knowledge**
b) **Implicit knowledge that has never been stated or is not explicitly available**
c) **Data and information in the literature**
d) **Knowledge that is always documented in existing research**

Answer: b) **Implicit knowledge that has never been stated or is not explicitly available**

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Explanation: Swanson argues that knowledge which may be implicit in the literature can be inferred from existing published material.

Q533. What techniques are mentioned as aiding in Knowledge Discovery (KD)?

a) **Source linking and citation indexes**
b) **Template mining and natural language processing**
c) **Statistical techniques in citation studies and pattern recognition**
d) **Hierarchies, trees, and faceted classification**

Answer: c) **Statistical techniques in citation studies and pattern recognition**

Explanation: Statistical techniques, including those used in citation studies, bibliometric coupling, and pattern recognition, are mentioned as aiding in KD.

Q534. How do classification schemes contribute to Knowledge Discovery according to Kwasnik?

a) **By providing statistical analyses of document collections**
b) **By enabling the representation of entities and relationships in structures that reflect domain knowledge**
c) **By extracting hidden knowledge from humanities databases**
d) **By creating pathways through the scientific literature**

Answer: b) **By enabling the representation of entities and relationships in structures that reflect domain knowledge**

Explanation: Classification schemes help in representing entities and relationships in structures that reflect knowledge of the domain being classified.

Q535. What issue is highlighted in extracting hidden knowledge from humanities databases?

a) **Lack of technical language precision in literature**
b) **Insufficient use of statistical techniques**
c) **Over-reliance on digital information resources**
d) **Difficulty in applying natural language processing techniques**

Answer: a) **Lack of technical language precision in literature**

Explanation: Extracting hidden knowledge from humanities databases is problematic due to the imprecise nature of 'everyday' language used in the literature.

Q536. What does the paper by Swanson and Smallheiser (1999) examine?

a) **Template mining for digital documents**
b) **Implicit text linkages in scientific literature for discovery**
c) **Maximal Frequent Sequences (MFS) in document collections**
d) **Co-word analysis and its applications in scientific literature**

Answer: b) **Implicit text linkages in scientific literature for discovery**

Explanation: The paper examines how implicit text linkages between records can aid in scientific discovery.

Q537. What does the methodology for creating pathways through scientific literature focus on according to Small (1999)?

a) **Using maximal frequent sequences to find regularities**
b) **Following co-citation links to trace development in science**
c) **Template mining for extraction of data from**

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documents
d) **Applying statistical techniques in citation studies**

Answer: b) **Following co-citation links to trace development in science**

Explanation: Small's methodology focuses on creating pathways through literature by following co-citation links to trace the development of science.

Q538. What is a key challenge in template mining for information extraction from digital documents?

a) **The rapid growth of digital information resources**
b) **The need for standardization in the presentation and layout of documents**
c) **The complexity of natural language processing techniques**
d) **The lack of available information extraction systems**

Answer: b) **The need for standardization in the presentation and layout of documents**

Explanation: Standardization in the presentation and layout of information within digital documents is crucial for facilitating effective template mining.

Q539. What does the method of extracting Maximal Frequent Sequences (MFS) involve?

a) **Finding sequences of words that are frequent in document collections but are not part of any longer sequence**
b) **Identifying keywords that appear in most documents**
c) **Analyzing the frequency of phrases across multiple datasets**
d) **Classifying documents based on frequent word patterns**

Answer: a) **Finding sequences of words that are frequent in document collections but are not part of any longer sequence**

Explanation: MFS involves identifying sequences of words that frequently appear in document collections and are not contained within longer frequent sequences.

Q540. According to Pinto and Lancaster, what remains valuable even with the availability of complete text in electronic form?

a) **Abstracts for information retrieval activities**
b) **Manual indexing and cataloging**
c) **Printed documents and physical archives**
d) **Traditional bibliographic tools**

Answer: a) **Abstracts for information retrieval activities**

Explanation: Pinto and Lancaster conclude that abstracts continue to be valuable for information retrieval, even in sophisticated knowledge discovery applications.

Q541. What is the purpose of template mining in information extraction from digital documents according to Chowdhury?

a) **To analyze the frequency of word occurrences in text**
b) **To extract data based on patterns recognized by templates**
c) **To generate statistical models from text data**
d) **To create structured databases from unstructured text**

Answer: b) **To extract data based on patterns recognized by templates**

Explanation: Template mining involves using patterns recognized in text to extract data according to predefined instructions associated with those templates.

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Q542. What is one of the key requirements for effective data mining as mentioned in the text?

a) **Data should be collected in real-time**
b) **Data should be of high-quality and relevant to the domain**
c) **Data should be manually curated and verified**
d) **Data should be available in multiple formats**

Answer: b) **Data should be of high-quality and relevant to the domain**

Explanation: For effective data mining, the collected data must be relevant and of high quality.

Q543. How does text mining differ from traditional search engines?

a) **Text mining uses keyword searches to locate documents, whereas search engines analyze document structure**
b) **Text mining extracts and provides a navigable index of textual data, whereas search engines locate documents based on keywords**
c) **Text mining indexes documents based on meta-data, while search engines rely on external links**
d) **Text mining uses predefined templates, while search engines use machine learning techniques**

Answer: b) **Text mining extracts and provides a navigable index of textual data, whereas search engines locate documents based on keywords**

Explanation: Text mining aims to extract and provide a dynamic, navigable index of textual data, whereas search engines primarily locate documents based on user keywords.

Q544. What does text mining help to uncover in unstructured text ?

a) **Narratives and evolving environments**
b) **Structured data and metadata**
c) **Real-time updates and dynamic information**
d) **Data visualization and reporting tools**

Answer: a) **Narratives and evolving environments**

Explanation: Text mining helps uncover narratives, learn about topics, explore evolving environments, and discover new ideas or relationships in unstructured text.

Q545. What challenge does text mining address in managing large collections of text?

a) **Data normalization across different formats**
b) **Handling the constant changes and vast volume of text**
c) **Creating structured databases from unstructured information**
d) **Ensuring accurate metadata tagging**

Answer: b) **Handling the constant changes and vast volume of text**

Explanation: Text mining addresses the difficulty of managing and analyzing the large, constantly changing volume of text data within an organization.

Q546. According to Chen, what is the trend in IT vendor approaches towards text mining technologies?

a) **A shift from basic search and retrieval to more sophisticated knowledge retrieval**
b) **A focus on integrating simple search techniques with advanced analytics**
c) **A preference for traditional data management systems over new text mining solutions**
d) **An emphasis on manual data curation and indexing**

Answer: a) **A shift from basic search and retrieval to more sophisticated knowledge retrieval**

Explanation: Chen notes a trend away from simple search and retrieval towards more sophisticated knowledge retrieval using text mining technologies.

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Q547. What is a potential limitation of text mining when it comes to future multimedia products?

a) **Text mining alone may not be adequate**
b) **Text mining tools lack the ability to process large volumes of text**
c) **Text mining cannot handle structured data effectively**
d) **Text mining requires extensive manual intervention**

Answer: a) **Text mining alone may not be adequate**

Explanation: Text mining may not be sufficient for handling multimedia products, which will likely require additional methods beyond text mining alone.

Q548. What is the primary aim of linguistic analysis and NLP techniques in text processing?

a) **To identify key concept descriptors embedded in textual documents**
b) **To perform statistical analysis on text data**
c) **To classify documents into predefined categories**
d) **To summarize textual documents for quick review**

Answer: a) **To identify key concept descriptors embedded in textual documents**

Explanation: Linguistic analysis and NLP techniques aim to identify key concept descriptors such as who, what, where, and when within textual documents.

Q549. How does phrasal analysis differ from word-level analysis in text mining?

a) **Phrasal analysis focuses on extracting meaningful noun phrases, while word-level analysis deals with individual words**
b) **Phrasal analysis is less scalable compared to word-level analysis**
c) **Phrasal analysis lacks precision, whereas word-level analysis is precise**
d) **Phrasal analysis is used for structured sentence analysis, while word-level analysis is for semantic representation**

Answer: a) **Phrasal analysis focuses on extracting meaningful noun phrases, while word-level analysis deals with individual words**

Explanation: Phrasal analysis aims to extract meaningful noun phrases or entities, whereas word-level analysis focuses on individual words.

Q550. What is a significant limitation of semantic analysis as mentioned in the text?

a) **It is too expensive and computationally intensive**
b) **It requires significant knowledge base or domain lexicon creation**
c) **It is not applicable for hierarchical clustering**
d) **It lacks practical applications for specific domains**

Answer: b) **It requires significant knowledge base or domain lexicon creation**

Explanation: Semantic analysis often requires a significant knowledge base or domain lexicon creation effort, making it less suitable for general-purpose text mining.

Q551. Which analysis level is considered more suitable for scalable text mining applications ?

a) **Word-level analysis**
b) **Sentence-level analysis**
c) **Phrasal-level analysis**
d) **Semantic-level analysis**

Answer: c) **Phrasal-level analysis**

Explanation: Phrasal-level analysis is considered more suited for scalable text mining applications, as word-level analysis is noisy and sentence-level analysis is too structured.

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Q552. What technique is often used to create automatic thesauri or conceptual associations of extracted concepts?

a) **Link analysis based on statistical and co-occurrence techniques**
b) **Hierarchical clustering**
c) **Neural network clustering by Self-Organizing Map (SOM)**
d) **Phrasal analysis and semantic grammar**

Answer: a) **Link analysis based on statistical and co-occurrence techniques**

Explanation: Link analysis using statistical and co-occurrence techniques helps create automatic thesauri or conceptual associations of extracted concepts.

Q553. What is a key advantage of using the Self-Organizing Map (SOM) technique in text mining?

a) **It performs well and is fast, suited for large-scale text mining tasks**
b) **It provides highly precise and computationally inexpensive clustering**
c) **It integrates easily with human-created thesauri**
d) **It focuses on structured data analysis rather than text**

Answer: a) **It performs well and is fast, suited for large-scale text mining tasks**

Explanation: The Self-Organizing Map (SOM) technique is advantageous for large-scale text mining tasks due to its performance and speed.

Q554. How does visualization and Human-Computer Interaction (HCI) contribute to text mining?

a) **By creating automatic thesauri and conceptual associations**
b) **By revealing concept associations and visualizing knowledge maps**
c) **By performing statistical and neural network-based clustering**
d) **By providing domain-specific semantic analysis**

Answer: b) **By revealing concept associations and visualizing knowledge maps**

Explanation: Visualization and HCI help reveal concept associations and visualize knowledge maps, enhancing the understanding and exploration of text data.

UNIT 16 KNOWLEDGE PROFESSION

Q555. What are the Five Laws of Library Science as enunciated by Dr. S.R. Ranganathan?

a) **Books are for use; Each reader his/her book; Each book its reader; Save the time of the reader; Library is a growing organism**
b) **Books are for reading; Each reader his/her library; Each book its reader; Save the time of the library; Library is an evolving entity**
c) **Books are for research; Each reader needs their book; Each book has a reader; Save the time of the staff; Library is a developing structure**
d) **Books are for study; Each user his/her book; Each book its owner; Save the time of the user; Library is a changing institution**

Answer: a) **Books are for use; Each reader his/her book; Each book its reader; Save the time of the reader; Library is a growing organism**

Explanation: The Five Laws of Library Science articulated by Dr. S.R. Ranganathan include principles focusing on the use of books, individual needs, the relationship between books and readers, efficiency, and the evolving nature of libraries.

Q556. According to Ranganathan, what constitutes the 'Book' in the context of library science?

a) **Soul, subtle body, and gross body**
b) **Concept, content, and format**

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c) **Knowledge, presentation, and carrier**
d) **Idea, language, and material**

Answer: a) **Soul, subtle body, and gross body**

Explanation: Ranganathan defined the 'Book' as comprising the soul (ideas/knowledge), subtle body (language of expression, format), and gross body (physical carrier).

Q557. How can Ranganathan's Five Laws of Library Service be adapted for knowledge resources management and service in various organizations?

a) **By focusing on the use of knowledge, addressing individual needs, and ensuring efficiency**
b) **By prioritizing physical materials, user engagement, and technological advancements**
c) **By emphasizing the preservation of books, reader education, and library growth**
d) **By addressing the classification of knowledge, storage techniques, and organizational growth**

Answer: a) **By focusing on the use of knowledge, addressing individual needs, and ensuring efficiency**

Explanation: Ranganathan's Five Laws of Library Service can be adapted to knowledge resources management by focusing on the use of knowledge, catering to individual needs, and ensuring efficiency.

Q558. What does the principle "Knowledge is for use" imply in the context of knowledge management?

a) **Knowledge has no value unless it is utilized**
b) **Knowledge should be preserved for future use**
c) **Knowledge must be categorized and stored efficiently**
d) **Knowledge should be accessible only to a select group**

Answer: a) **Knowledge has no value unless it is utilized**

Explanation: The principle "Knowledge is for use" implies that knowledge only has value when it is actively utilized by individuals.

Q559. How does the principle "Each piece of knowledge (idea) its user" apply to knowledge resources management?

a) **Each piece of knowledge should be accessible to every user**
b) **Each piece of knowledge should be tailored to meet the needs of a specific user**
c) **Each user should have a unique piece of knowledge assigned to them**
d) **Each piece of knowledge should be categorized based on user preferences**

Answer: b) **Each piece of knowledge should be tailored to meet the needs of a specific user**

Explanation: The principle implies that each piece of knowledge should be made available and tailored to the needs of the specific user who requires it.

Q560. What does the principle "Knowledge (re)sources domain is a growing organism" suggest about knowledge management?

a) **The domain of knowledge resources is continuously evolving and expanding**
b) **Knowledge resources should be periodically reviewed and updated**
c) **The growth of knowledge resources should be controlled and regulated**
d) **Knowledge resources should be categorized based on their growth stages**

Answer: a) **The domain of knowledge resources is continuously evolving and expanding**

Explanation: This principle suggests that the knowledge resources domain is continuously

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evolving, both physically and organically, requiring ongoing adaptation and development.

Q561. What is a significant impact of developments in information and communication technologies (ICTs) on knowledge management ?

a) **They have necessitated new approaches, strategies, and techniques to maximize their advantages**
b) **They have reduced the need for traditional knowledge management practices**
c) **They have made physical knowledge carriers obsolete**
d) **They have simplified the management of knowledge seekers' needs**

Answer: a) **They have necessitated new approaches, strategies, and techniques to maximize their advantages**

Explanation: Developments in ICTs have introduced changes that require new approaches, strategies, and techniques to fully benefit from technological advancements in knowledge management.

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Explanation: Developments in ICTs have introduced changes that require new approaches, strategies, and techniques to fully benefit from technological advancements in knowledge management.

Q562. What is the primary role of a Knowledge Professional (KP) within a corporate entity?

a) **To lead the corporate entity's strategic decisions**
b) **To support the corporate entity through knowledge management functions**
c) **To handle financial management and budgeting**
d) **To develop and market knowledge products**

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Answer: b) **To support the corporate entity through knowledge management functions**

Explanation: The primary role of a Knowledge Professional is to support the corporate entity by managing and facilitating the use of knowledge within the organization.

Q563. According to Stewart (1998), what are the three pillars of the knowledge economy?

a) **Knowledge in transactions, knowledge assets, and knowledge management**
b) **Knowledge creation, knowledge dissemination, and knowledge consumption**
c) **Knowledge products, knowledge services, and knowledge integration**
d) **Knowledge distribution, knowledge preservation, and knowledge innovation**

Answer: a) **Knowledge in transactions, knowledge assets, and knowledge management**

Explanation: Stewart identifies three pillars of the knowledge economy: the role of knowledge in transactions, the rise of knowledge assets, and the management of knowledge materials.

Q564. How has the field of knowledge management evolved in recent years?

a) **It has become a niche field with limited industry impact**
b) **It has expanded significantly, involving consulting firms and software companies**
c) **It has declined in importance with the rise of financial management**
d) **It has become obsolete due to advancements in other fields**

Answer: b) **It has expanded significantly, involving consulting firms and software companies**

Explanation: The field of knowledge management has expanded widely, involving numerous consulting firms and software companies, and has become a major industry.

Q565. What is one notable shift in the global economy mentioned in the text?

a) **From a knowledge-based economy to an agriculture-based economy**
b) **From an industry-based economy to a knowledge economy**
c) **From a service-based economy to a technology-based economy**
d) **From a financial economy to an information economy**

Answer: b) **From an industry-based economy to a knowledge economy**

Explanation: The text highlights a global shift from an industry-based economy to a knowledge economy, with the transition being more pronounced in industrial countries.

Q566. What impact has the shift to a knowledge economy had on traditional product production?

a) **Knowledge has been excluded from traditional product production**
b) **Knowledge utilization has intensified in the production of traditional products**
c) **Traditional product production has become obsolete**
d) **Knowledge has been used primarily in financial management**

Answer: b) **Knowledge utilization has intensified in the production of traditional products**

Explanation: The shift to a knowledge economy has led to increased use of knowledge in the production of traditional products.

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Q567. How has the role of manual production workers changed in the knowledge economy?

a) **They are being replaced by technology**
b) **They are being substituted by information/knowledge workers**
c) **They are being promoted to knowledge management roles**
d) **Their roles remain unchanged**

Answer: b) **They are being substituted by information/knowledge workers**

Explanation: In the knowledge economy, manual production workers are increasingly being replaced by information and knowledge workers.

Q568. What types of organizations have emerged in the knowledge economy?

a) **Organizations focused on manual production**
b) **Organizations devoted to knowledge-based product production and distribution**
c) **Organizations focused solely on financial management**
d) **Organizations that only handle traditional products**

Answer: b) **Organizations devoted to knowledge-based product production and distribution**

Explanation: New types of organizations have emerged that focus primarily on the production, processing, and distribution of knowledge-based products.

Q569. How do rapidly evolving information and communication technologies (ICTs) impact enterprises?

a) **They have no significant impact on enterprises**
b) **They significantly influence the operations and strategies of enterprises**
c) **They have led to the decline of traditional enterprises**
d) **They only affect the marketing strategies of enterprises**

Answer: b) **They significantly influence the operations and strategies of enterprises**

Explanation: The rapidly evolving ICTs have a significant impact on the operations and strategies of enterprises.

Q570. What is the most important source of knowledge and information ?

a) **Published documents and media**
b) **Technological tools and systems**
c) **People within and outside the organization**
d) **Government and regulatory bodies**

Answer: c) **People within and outside the organization**

Explanation: The most important source of knowledge and information is people, including their tacit knowledge, skills, conventions, traditions, and practices.

Q571. Who are some of the professionals involved in the digital environment, besides traditional knowledge professionals?

a) **Database designers, content developers, and web page designers**
b) **Accountants, marketers, and legal advisors**
c) **Human resource managers, financial analysts, and project managers**
d) **Engineers, architects, and urban planners**

Answer: a) **Database designers, content developers, and web page designers**

Explanation: In addition to traditional knowledge professionals, database designers, content developers, web page designers, and similar roles are involved in the digital environment.

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Q572. What are some examples of heterogeneous digital information accessible via intranets and extranets?

a) **Printed newspapers, physical books, and magazines**
b) **Emails, listservs, internal research reports, and e-journals**
c) **Television broadcasts and radio programs**
d) **Personal diaries and handwritten notes**

Answer: b) **Emails, listservs, internal research reports, and e-journals**

Explanation: Examples of heterogeneous digital information include emails, listservs, internal research reports, and e-journals, among others.

Q573. What percentage of conventional publications and audio/video records is expected to be produced and stored in digital form over the next decade?

a) **10%**
b) **20%**
c) **30%**
d) **50%**

Answer: c) **30%**

Explanation: It is expected that 30% of all conventional publications and audio/video records will be produced and stored in digital form in the coming decade.

Q574. By the end of 2003, how many people worldwide had access to the Internet from their homes?

a) **200 million**
b) **300 million**
c) **400 million**
d) **500 million**

Answer: d) **500 million**

Explanation: By the end of 2003, about 500 million people worldwide had access to the Internet from their homes.

Q575. What technological convergence will facilitate virtual teamwork and global access to experts?

a) **Text, audio, and video technologies**
b) **Print media and physical libraries**
c) **Manual filing systems and paper records**
d) **Single-purpose electronic devices**

Answer: a) **Text, audio, and video technologies**

Explanation: Convergent technologies such as text, audio, video, and TV will facilitate virtual teamwork and global access to experts.

Q576. How will the direct access to information change the role of traditional intermediaries such as editors, indexers, and librarians?

a) **It will enhance their importance and demand**
b) **It will reduce their involvement or change their current roles**
c) **It will have no impact on their roles**
d) **It will eliminate the need for digital information altogether**

Answer: b) **It will reduce their involvement or change their current roles**

Explanation: Direct access to information will likely reduce the involvement of traditional intermediaries or change their current roles.

Q577. What does the key focus of the paradigm shift in information support functions of libraries as outlined by Soundara Rajan (2002)?

a) **From physical archives to digital-only collections**
b) **From research support to administrative duties**
c) **From warehouse-like functions to proactive**

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research and management support
d) **From digital resources to exclusive use of paper-based collections**

Answer: c) **From warehouse-like functions to proactive research and management support**

Explanation: The paradigm shift reflects a move from warehouse-like functions to proactive research and management support with desktop delivery.

Q578. According to the paradigm shift, how has the role of libraries changed in terms of document collections?

a) **Libraries now focus exclusively on paper-based collections**
b) **Libraries have expanded their collections to include more digital resources**
c) **Libraries have reduced their collections to focus solely on physical books**
d) **Libraries now only offer bibliographic services**

Answer: b) **Libraries have expanded their collections to include more digital resources**

Explanation: Libraries have shifted from mainly paper-based collections to including more digital resources available globally.

Q579. What new services are libraries providing according to the paradigm shift?

a) **Only basic bibliographic services**
b) **Value-added services, including analyzed abstracts, annotations, and repackaged knowledge**
c) **Exclusive focus on manual intranets**
d) **Outsourced knowledge management**

Answer: b) **Value-added services, including analyzed abstracts, annotations, and repackaged knowledge**

Explanation: Libraries are now providing value-added services such as analyzed abstracts, annotations, and repackaged knowledge.

Q580. What are the two main dimensions of knowledge product development discussed by Haravu and Neelameghan (2003)?

a) **Collaboration dimension and the semantic dimension**
b) **Technological dimension and the financial dimension**
c) **User-centric dimension and the organizational dimension**
d) **Marketing dimension and the distribution dimension**

Answer: a) **Collaboration dimension and the semantic dimension**

Explanation: The two main dimensions of knowledge product development are the collaboration dimension and the semantic dimension.

Q581. According to Stewart (1998), what should knowledge strategy start with?

a) **Knowledge management**
b) **A strategy for selling knowledge**
c) **Developing new technologies**
d) **Creating knowledge products**

Answer: b) **A strategy for selling knowledge**

Explanation: Stewart emphasizes that knowledge strategy should start with a strategy for selling knowledge.

Q582. What is involved in creating knowledge products as described in Stewart's approach?

a) **Buying existing products and reselling them**
b) **Distilling knowledge into a product or adding knowledge to an existing product**
c) **Duplicating products and services from other**

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providers
d) **Ignoring user needs and focusing on product features**

Answer: b) **Distilling knowledge into a product or adding knowledge to an existing product**

Explanation: Creating knowledge products involves either distilling and packaging knowledge into a product or adding knowledge to an existing product.

Q583. What is meant by "instilling knowledge" in the context of information resource centres?

a) **Creating new products from scratch**
b) **Adding value to existing services and products to derive intelligence for users**
c) **Replacing existing products with new ones**
d) **Disregarding user feedback in product development**

Answer: b) **Adding value to existing services and products to derive intelligence for users**

Explanation: Instilling knowledge means adding value to existing services and products to provide users with intelligence, such as business intelligence.

Q584. What should be the first step in developing a knowledge product marketing strategy?

a) **Identify the competitors**
b) **Find out what knowledge customers are seeking and buying**
c) **Develop new knowledge products**
d) **Create a budget for marketing**

Answer: b) **Find out what knowledge customers are seeking and buying**

Explanation: The first step is to find out what knowledge customers are seeking and buying, as these needs may not always be obvious.

Q585. What additional aspects should be considered in a knowledge product marketing strategy?

a) **Channel and delivery mechanisms**
b) **Competitor analysis**
c) **Product development costs only**
d) **Branding and aesthetics**

Answer: a) **Channel and delivery mechanisms**

Explanation: Additional aspects include identifying channels and delivery mechanisms to reach the enquirer and other potential users.

Q586. What is the main idea behind the "across-domain" criterion for ontology?

a) **Developing a new ontology for each subject domain**
b) **Creating a single ontology that can be applied across multiple domains**
c) **Restricting ontology use to a single domain**
d) **Limiting ontology to only educational purposes**

Answer: b) **Creating a single ontology that can be applied across multiple domains**

Explanation: The across-domain criterion involves creating a single ontology that can be applied across various knowledge domains to facilitate teaching and learning.

Q587. According to Neelameghan (2000), what role do catalogue systems play in knowledge-based construction?

a) **They create new knowledge**
b) **They encode embodied knowledge for retrieval**
c) **They eliminate the need for ontologies**
d) **They focus only on digital information**

Answer: b) **They encode embodied knowledge for retrieval**

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Explanation: Catalogue systems encode embodied knowledge with categories and subcategories for retrieval, functioning as ontologies.

Q588. What does the concept of symmetry in classification schemes, as stressed by Ranganathan, signify?

a) **The classification scheme used for retrieval is different from the one used for analysis**
b) **The same classification scheme is used for both analysis and retrieval**
c) **Symmetry is not important in knowledge classification**
d) **Classification schemes should be complex and varied**

Answer: b) **The same classification scheme is used for both analysis and retrieval**

Explanation: Symmetry in classification schemes means that the classification scheme used for retrieval should be the same as the one used for analysis.

Q589. How should an ontology or language code help in the educational process ?

a) **By providing basic comprehension questions only**
b) **By aiding teacher-learner communication and supporting analysis and synthesis of knowledge**
c) **By limiting the scope of knowledge to specific domains**
d) **By simplifying the content to basic levels only**

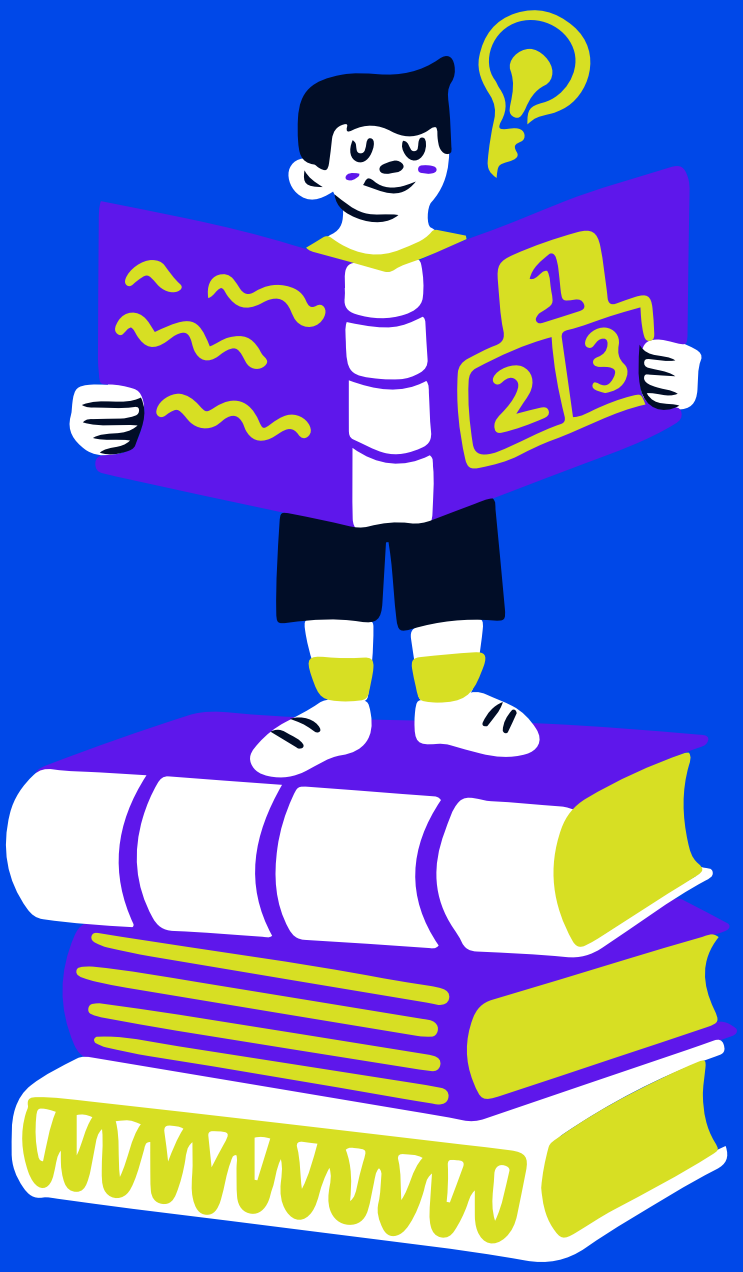
Answer: b) **By aiding teacher-learner communication and supporting analysis and synthesis of knowledge**

Explanation: An ontology or language code should help in communication, analysis, synthesis, and handling expanding knowledge during the educational process.

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MCQ SERIES

E-BOOK



MLI 102

Management of Library and Information Centres

SAKET SHARMA

Suitable for UGC NET JRF/ KVS / NVS /NCERT/DSSSB/UPPSC/MPPSC LIBRARY ASSPIRANTS

Q1. Which of the following best defines the term 'management'?
a) A collection of people performing non-managerial tasks.
b) A hard-core science like physics or chemistry.
c) Working with people to determine, interpret, and achieve organizational objectives.
d) Implementation of policies, procedures, and rules.

Answer: c) Working with people to determine, interpret, and achieve organizational objectives.
Explanation: Management involves planning, organizing, staffing, leading, and controlling to achieve objectives, distinguishing it from administration, which focuses on policy implementation.

Q2. How does management differ from administration?
a) Management focuses on policy implementation, while administration involves decision-making.
b) Management is concerned with planning, designing, and monitoring, whereas administration implements policies.
c) Administration is broader than management and involves all managerial tasks.
d) There is no difference between management and administration.

Answer: b) Management is concerned with planning, designing, and monitoring, whereas administration implements policies.
Explanation: Management is focused on creating and controlling policies, while administration applies those policies through established procedures.

Q3. Why is management considered both a science and an art?
a) It involves scientific discoveries and creative inventions.
b) It uses scientific principles but applies them creatively to achieve objectives.
c) It is exclusively a scientific discipline without any artistic elements.
d) It is primarily an art with no scientific basis.

Answer: b) It uses scientific principles but applies them creatively to achieve objectives.
Explanation: Management combines the systematic approach of science with the creative execution of art to address organizational challenges.

Q4. Which of the following is NOT an application of the term 'management'?
a) An academic discipline imparting knowledge and skills in management.
b) A group of individuals performing managerial tasks collectively.
c) The implementation of policies, rules, and regulations.
d) A process involving planning, organizing, and controlling.

Answer: c) The implementation of policies, rules, and regulations.
Explanation: The implementation of policies is a function of administration, whereas management involves broader functions like planning and monitoring organizational goals.

Q5. When did management begin to be considered a formal discipline?
a) Around 2900 BC in Egypt.
b) During the 15th century in Venice.
c) In the late 19th century.
d) During the Age of Enlightenment.

Answer: c) In the late 19th century.
Explanation: While management practices date back thousands of years, it was only in the late 19th century that management emerged as a formal discipline with structured theories and concepts.

Q6. Which ancient civilization used over one lakh men for 20 years to build pyramids, demonstrating early use of management principles?
a) Chinese.

b) Egyptian.
c) Roman.
d) Persian.

Answer: b) Egyptian.
Explanation: The construction of pyramids in Egypt around 2900 BC involved large-scale management, showcasing principles of planning, organizing, and resource utilization.

Q7. Who is considered the first management consultant according to references in the Bible?
a) Moses.
b) Pharaoh.
c) Moses' father-in-law.
d) Abraham.

Answer: c) Moses' father-in-law.
Explanation: Moses' father-in-law advised him on organizational structure to lead and govern the Hebrews, making him an early example of a management consultant.

Q8. What management strategy was characteristic of the early 'autocratic period'?
a) Emphasis on team-building and collaboration.
b) Reliance on human worth and individual skill.
c) Use of coercion, absolute authority, and fear of punishment.
d) Application of structured assembly-line techniques.

Answer: c) Use of coercion, absolute authority, and fear of punishment.
Explanation: The early autocratic period relied on control through fear and authority rather than emphasizing individual capabilities or collaboration.

Q9. What key principle was NOT among the four set forth by Machiavelli in 'The Prince'?
a) Mass consent.
b) Will to survive.
c) Ethical decision-making.
d) Cohesiveness.

Answer: c) Ethical decision-making.
Explanation: Machiavelli's principles in *The Prince* focused on pragmatic leadership strategies like mass consent, cohesiveness, will to survive, and leadership, rather than ethical considerations.

Q10. Which 15th-century city-state was known for using assembly-line techniques to outfit ships for war?
a) Rome.
b) Venice.
c) Athens.
d) Babylon.

Answer: b) Venice.
Explanation: Venice employed assembly-line techniques to outfit ships efficiently for war, an early example of systematic management in production.

Q11. What societal change during the Age of Enlightenment and Renaissance influenced management thought?
a) Fear of punishment became a dominant management strategy.
b) Emphasis on human worth, knowledge, and individual skills.
c) Departmentalization of organizations based on power and authority.
d) Focus on absolute authority and coercion.

Answer: b) Emphasis on human worth, knowledge, and individual skills.
Explanation: The Age of Enlightenment emphasized societal values like human worth and individual abilities, influencing modern management perspectives.

Q12. What development in the early 19th century significantly advanced management practices?
a) The invention of assembly-line operations and costing systems.
b) The rise of autocratic management strategies.

c) The publication of Machiavelli's 'The Prince.'
d) The construction of the Great Wall of China.

Answer: a) The invention of assembly-line operations and costing systems.
Explanation: The industrial revolution and the factory system in the 19th century introduced assembly-line operations and costing systems, which were pivotal for advancing management practices.

Q13. Which era is referred to as the 'pre-scientific era' of management?
a) 1880-1920
b) Earlier to 1880
c) 1920-1940
d) 1940 onwards

Answer: b) Earlier to 1880
Explanation: The pre-scientific era of management, also known as the autocratic or authoritarian period, predates 1880 and lacked formal management principles or theories.

Q14. Who classified management theories into six groups, including the empirical and mathematical schools?
a) Herbert Hicks
b) Hitt
c) Evans
d) Koontz

Answer: d) Koontz
Explanation: Koontz classified management theories into six groups, such as the management process school, empirical school, human behavioral school, social systems school, decision theory school, and mathematical school.

Q15. According to Evans, how many basic styles of management are identified by Herbert Hicks in *The Management of Organisations*?
a) Six
b) Eight
c) Eleven
d) Fifteen

Answer: c) Eleven
Explanation: Evans discusses eleven basic styles of management as cited by Herbert Hicks in his book *The Management of Organisations* (1967).

Q16. Hitt and others classify management theories into which three broad groups?
a) Pre-scientific, scientific, and modern management theories.
b) Classical, neoclassical, and modern management theories.
c) Traditional, transitional, and futuristic management theories.
d) Autocratic, participative, and contemporary management theories.

Answer: b) Classical, neoclassical, and modern management theories.
Explanation: Hitt and others (1979) categorized management theories into classical, neoclassical, and modern groups, each containing specific schools of thought.

Q17. Which school of management focuses on the human aspect and behavioral patterns in organizations?
a) Mathematical school
b) Social systems school
c) Human behavioral school
d) Empirical school

Answer: c) Human behavioral school
Explanation: The human behavioral school emphasizes understanding human interactions, motivation, and behavior in the workplace.

Q18. What distinguishes early management writings from more recent ones?
a) Early writings were by academic theorists, while recent writings are by practitioners.
b) Early writings were based on organizational experiments, while recent writings lack practical relevance.
c) Early writings were by experienced practitioners, whereas recent writings come from

academic theorists.
d) There is no significant difference between early and recent management writings.

Answer: c) Early writings were by experienced practitioners, whereas recent writings come from academic theorists.
Explanation: Early management writings were drawn from practical experiences, while more recent theories often emerge from academic studies with limited direct organizational exposure.

Q19. The decision theory school is best described as focusing on:
a) The mathematical modeling of management problems.
b) The logical and systematic process of decision-making.
c) The study of human emotions and behavior in decision-making.
d) The historical analysis of managerial decisions.

Answer: b) The logical and systematic process of decision-making.
Explanation: The decision theory school emphasizes rational and systematic approaches to making decisions within organizational contexts.

Q20. Which school of management emphasizes quantitative techniques and mathematical models?
a) Human behavioral school
b) Mathematical school
c) Social systems school
d) Empirical school

Answer: b) Mathematical school
Explanation: The mathematical school focuses on applying quantitative methods, operations research, and mathematical models to solve management problems.

Q21. Who is considered the father of scientific management?
a) Henry Gantt
b) Frederick Winslow Taylor
c) Harrington Emerson
d) Frank Gilbreth

Answer: b) Frederick Winslow Taylor
Explanation: Frederick Winslow Taylor (1856-1915) is regarded as the father of scientific management for his pioneering work in developing principles aimed at increasing efficiency and systematization in management.

Q22. What was one of the core ideas proposed by Taylor in scientific management?
a) Allowing workers to set their own performance standards.
b) Dividing labor between managers and workers.
c) Eliminating all forms of supervision.
d) Giving workers complete freedom in designing work processes.

Answer: b) Dividing labor between managers and workers.
Explanation: Taylor suggested that managers should handle supervision, setting instructions, and designing work, while workers focus on executing tasks.

Q23. Which experiment conducted by Taylor demonstrated increased output and pay through the scientific method?
a) Great Wall Experiment
b) Pig Iron Experiment
c) Bethlehem Steel Experiment
d) PERT Experiment

Answer: b) Pig Iron Experiment
Explanation: In the Pig Iron Experiment at Bethlehem Steel Company, Taylor showed how scientific methods could increase both worker productivity and daily wages.

Q24. Henry Gantt's significant contribution to management includes:
a) Development of a piece-rate incentive system.
b) Invention of the time-and-motion study.
c) Creation of the Gantt chart for scheduling

production.
d) Writing the book "Twelve Principles of Efficiency."

Answer: c) Creation of the Gantt chart for scheduling production.
Explanation: Henry Gantt developed the Gantt chart, a tool for scheduling production operations, which became a foundation for modern scheduling techniques like CPM and PERT.

Q25. What managerial concept did Henry Gantt emphasize alongside productivity?
a) Scientific training of workers
b) The psychology of workers and the importance of morale
c) Time-and-motion study
d) Rational standards for performance

Answer: b) The psychology of workers and the importance of morale
Explanation: Gantt highlighted the role of worker psychology and morale, advocating that willingness to use correct methods and motivation were essential for productivity.

Q26. Frank and Lillian Gilbreth are best known for their contribution to:
a) Wage-payment systems
b) Time-and-motion study
c) Scheduling production operations
d) Twelve Principles of Efficiency

Answer: b) Time-and-motion study
Explanation: The Gilbreths focused on analyzing tasks to identify the most efficient movements, contributing significantly to time-and-motion studies.

Q27. What is the piece-rate incentive system as developed by scientific management theorists?
a) A system where workers are paid a flat salary irrespective of output.
b) A system where workers receive bonuses for extra hours worked.
c) A system where workers earn higher wages for producing maximum output.
d) A system based on seniority rather than productivity.

Answer: c) A system where workers earn higher wages for producing maximum output.
Explanation: The piece-rate incentive system rewards workers who produce more, aligning higher income with higher output.

Q28. Harrington Emerson's "Twelve Principles of Efficiency" emphasized:
a) Complete freedom for employees to set objectives.
b) Avoiding the use of standardized procedures.
c) Defining objectives, using scientific analysis, and rewarding good work.
d) Eliminating worker training programs.

Answer: c) Defining objectives, using scientific analysis, and rewarding good work.
Explanation: Emerson's principles highlighted the importance of clear objectives, the scientific method, standard procedures, and employee rewards for efficiency.

Q29. The time-and-motion study focuses on:
a) Analyzing jobs to determine the best movements for performing tasks.
b) Setting arbitrary time limits for each task.
c) Observing worker interactions with management.
d) Measuring the time spent in organizational meetings.

Answer: a) Analyzing jobs to determine the best movements for performing tasks.
Explanation: Time-and-motion study examines and optimizes the physical movements required for tasks to enhance efficiency.

Q30. Which book by Harrington Emerson outlines his efficiency principles?
a) "The Principles of Scientific Management"

b) "The Prince"
c) "Twelve Principles of Efficiency"
d) "The Management of Organisations"

Answer: c) "Twelve Principles of Efficiency"
Explanation: Harrington Emerson's *Twelve Principles of Efficiency* (1913) presented foundational principles for effective management practices.

Q31. Who is regarded as the father of administrative management theory?
a) Chester I Barnard
b) Henry Fayol
c) Lyndall Urwick
d) Frederick Winslow Taylor

Answer: b) Henry Fayol
Explanation: Henry Fayol, a French industrialist, is considered the father of administrative management theory for his development of general administrative principles.

Q32. What was Henry Fayol's unified concept of management primarily focused on?
a) Shop-level operations
b) Worker psychology
c) Managerial levels and the organization as a whole
d) Time-and-motion study

Answer: c) Managerial levels and the organization as a whole
Explanation: Fayol focused on managerial activities at all levels and their application across various types of organizations.

Q33. Which of the following functions did Fayol define as fundamental for any manager?
a) Planning, organizing, commanding, coordinating, and controlling
b) Supervising, motivating, hiring, and firing
c) Scheduling, budgeting, negotiating, and evaluating
d) Observing, recording, reporting, and correcting

Answer: a) Planning, organizing, commanding, coordinating, and controlling
Explanation: Fayol identified these five functions as fundamental to the managerial process.

Q34. Which of Fayol's 14 principles of management emphasizes that employees should have only one direct superior?
a) Unity of Direction
b) Unity of Command
c) Discipline
d) Division of Labour

Answer: b) Unity of Command
Explanation: The principle of Unity of Command ensures that employees receive orders from only one superior, avoiding confusion and conflict.

Q35. According to Fayol, what is the primary purpose of the principle of 'Division of Labour'?
a) To minimize labor costs
b) To ensure hierarchical control
c) To achieve efficiency through specialization
d) To centralize authority

Answer: c) To achieve efficiency through specialization
Explanation: Division of Labour improves efficiency by allowing employees to specialize in specific tasks.

Q36. Fayol's principle of 'Remuneration' suggests that:
a) Employees should receive rewards in the form of public recognition.
b) Workers should be paid only based on their productivity.
c) Remuneration must be fair and serve as a motivating factor.
d) Salary should be determined solely by seniority.

Answer: c) Remuneration must be fair and serve as a motivating factor.

Explanation: Fayol believed that fair compensation motivates employees to work effectively.

Q37. The principle of 'Unity of Direction' implies:
a) A single superior for every employee.
b) A unified plan for groups with similar objectives.
c) Centralized decision-making authority.
d) Strict adherence to hierarchical structure.

Answer: b) A unified plan for groups with similar objectives.
Explanation: Unity of Direction ensures that activities with the same goal are guided by one plan and authority.

Q38. According to Fayol, discipline in an organization is maintained by:
a) Strong supervision
b) Following laid-down norms and mutual respect
c) Implementing strict penalties for violations
d) Encouraging complete worker autonomy

Answer: b) Following laid-down norms and mutual respect
Explanation: Discipline involves adherence to norms, obedience, and mutual respect to ensure proper functioning.

Q39. What does Fayol's principle of 'Subordination of Individual Interest to Organizational Interest' emphasize?
a) Employees' personal goals should align with their superior's interests.
b) Organizational goals take precedence over personal interests.
c) Personal conflicts should be prioritized over organizational problems.
d) Individual freedom in decision-making should be maximized.

Answer: b) Organizational goals take precedence over personal interests.

Explanation: Fayol highlighted the need to prioritize organizational objectives over individual preferences to avoid conflict and ensure smooth functioning.

Q40. How did Fayol classify the activities of business enterprises in his theory?
a) Technical, commercial, financial, accounting, security, and administrative
b) Strategic, operational, technical, and logistical
c) Planning, staffing, directing, and controlling
d) Physical, managerial, analytical, and operational

Answer: a) Technical, commercial, financial, accounting, security, and administrative
Explanation: Fayol divided business activities into six groups to provide a comprehensive view of organizational functions.

Q41. What does the principle of Scalar Chain emphasize?
a) Loyalty to superiors
b) A chain of superiors from the highest to lowest rank
c) Short-circuiting authority flow for quick decisions
d) Centralized decision-making at the top level

Answer: b) A chain of superiors from the highest to lowest rank
Explanation: Scalar Chain outlines the hierarchy in an organization, where authority flows systematically from top to bottom.

Q42. Which principle emphasizes fairness and kindness in dealing with subordinates?
a) Stability of Tenure
b) Order
c) Equity
d) Esprit de Corps

Answer: c) Equity
Explanation: The principle of Equity stresses fair treatment and kindness to gain loyalty and devotion from employees.

Q43. What is the significance of the principle of Stability of Tenure?
a) It ensures promotions for loyal employees.
b) It advocates for frequent personnel changes.
c) It maintains job security to boost morale.
d) It prevents decentralization of authority.

Answer: c) It maintains job security to boost morale.
Explanation: Stability of Tenure discourages frequent personnel changes, promoting a stable workforce and better morale.

Q44. What does the principle of Esprit de Corps promote?
a) Centralized decision-making
b) Individualism over teamwork
c) Brotherhood and teamwork among employees
d) Strict adherence to hierarchy

Answer: c) Brotherhood and teamwork among employees
Explanation: Esprit de Corps emphasizes fostering unity and team spirit, which enhances organizational growth.

Q45. According to Chester Barnard, what is the most important function of a manager?
a) Coordinating group activities
b) Promoting cooperative efforts toward organizational goals
c) Monitoring employee productivity
d) Developing hierarchical chains of authority

Answer: b) Promoting cooperative efforts toward organizational goals
Explanation: Barnard believed that managers should encourage cooperation among employees to achieve organizational objectives.

Q46. What did Colonel Lyndall Urwick contribute to management theory?
a) Introduced scientific management principles
b) Compiled the ideas of earlier management theorists in his book
c) Defined the universal functions of management
d) Focused on worker psychology and behavior

Answer: b) Compiled the ideas of earlier management theorists in his book
Explanation: Urwick's book, *The Elements of Administration*, brought together the principles of various early management theorists like Fayol and Taylor.

Q47. Harold Koontz and Cyril O'Donnell introduced which school of thought in management?
a) Scientific Management
b) Universal Approach
c) Management Process School
d) Behavioral Approach

Answer: c) Management Process School
Explanation: Koontz and O'Donnell's Management Process School focuses on the functions of planning, organizing, staffing, directing, and controlling as universal managerial processes.

Q48. What is another name for the management process approach?
a) Functional approach
b) Strategic approach
c) Universal approach
d) Cooperative approach

Answer: c) Universal approach
Explanation: The management process approach is called the universal approach because it emphasizes that management functions are applicable across all types of organizations.

Q49. According to the management process school, what is the difference in management functions at various levels?
a) The functions themselves change.
b) Functions remain the same but differ in complexity.

c) Functions become irrelevant at higher levels.
d) Functions are unique to each organizational culture.

Answer: b) Functions remain the same but differ in complexity.
Explanation: The management process school asserts that managerial functions are universal, though their complexity varies by level.

Q50. What key aspect did Chester Barnard believe was necessary for cooperation in organizations?
a) Strict enforcement of hierarchy
b) Effective communication and balanced rewards
c) Strong disciplinary measures
d) Comprehensive training programs

Answer: b) Effective communication and balanced rewards
Explanation: Barnard emphasized that cooperation relies on clear communication and ensuring a fair balance between employee contributions and rewards.

Q51. One of the criticisms of administrative management principles is that they are:
a) Contradictory and contain dilemmas
b) Focused on the employees' social needs
c) Based on extensive empirical testing
d) Suitable for unstable organizational conditions

Answer: a) Contradictory and contain dilemmas
Explanation: The principles are criticized for being contradictory, such as the conflict between unity of command and division of labor.

Q52. The principle of specialization is criticized because:
a) It increases employee dependence on superiors
b) It is inconsistent and involves competing modes
c) It lacks consideration for employees' psychological needs
d) It leads to unstable organizational conditions

Answer: b) It is inconsistent and involves competing modes
Explanation: Specialization has conflicting modes like purpose, process, and place, which cannot all be followed simultaneously.

Q53. Why are the principles of administrative management considered impractical?
a) They create dynamic organizational structures
b) They are universally applicable under all conditions
c) They are conditional and situation-specific
d) They focus on open system approaches

Answer: b) They are universally applicable under all conditions
Explanation: The principles are criticized for being stated as unconditional and universally valid, which is not feasible in all scenarios.

Q54. Mechanistic organizational structures formed by administrative management principles:
a) Enhance employees' social and psychological needs
b) Are sensitive to the external environment
c) Inhibit employees' self-actualization
d) Promote innovation and adaptability

Answer: c) Inhibit employees' self-actualization
Explanation: Mechanistic structures suppress employees' personal growth and make them overly dependent on superiors.

Q55. Administrative management principles assume that organizations are:
a) Open systems interacting with external environments
b) Based on dynamic employee behaviors
c) Closed systems with rigid structures
d) Decentralized with flexible operations

Answer: c) Closed systems with rigid structures
Explanation: The administrative management school is criticized for treating organizations as closed systems, ignoring external influences.

Q56. One key issue with rigid structures in administrative management is that they:
a) Promote flexibility in unstable conditions
b) Fail to work effectively under unstable conditions
c) Prioritize employee well-being over efficiency
d) Focus on interdisciplinary approaches

Answer: b) Fail to work effectively under unstable conditions
Explanation: Rigid structures created by these principles are unsuitable for dynamic or unstable environments.

Q57. Which key disciplines are ignored by the administrative management school?
a) Mathematics and statistics
b) Sociology, biology, and psychology
c) Technology and engineering
d) Marketing and advertising

Answer: b) Sociology, biology, and psychology
Explanation: The school overlooks disciplines like sociology, biology, and psychology, which are crucial for understanding human behavior in organizations.

Q58. According to critics, administrative management principles cause employees to:
a) Focus on their departmental goals rather than organizational goals
b) Collaborate more effectively with other departments
c) Work more flexibly in dynamic environments
d) Develop interdisciplinary skills

Answer: a) Focus on their departmental goals rather than organizational goals
Explanation: Employees may become overly focused on their own departments, reducing their alignment with overall organizational objectives.

Q59. Administrative management principles are primarily criticized for:
a) Encouraging employee initiative and creativity
b) Leading to excessive decentralization of authority
c) Creating rigid, mechanistic structures unsuitable for modern needs
d) Promoting adaptive organizational frameworks

Answer: c) Creating rigid, mechanistic structures unsuitable for modern needs
Explanation: The rigid structures are seen as outdated and insensitive to employees' social and psychological needs.

Q60. The administrative management school is similar to the scientific management school in that:
a) Both focus on interpersonal relationships in organizations
b) Both are based on empirically tested principles
c) Both are criticized for their mechanistic and rigid approaches
d) Both emphasize the importance of open systems

Answer: c) Both are criticized for their mechanistic and rigid approaches
Explanation: Both schools of thought face criticism for creating rigid structures that fail to address the dynamic and social aspects of organizations.

Q61. The shift to a bureaucratic organizational structure was mainly due to:
a) The need for a more flexible and creative work environment
b) Increasing managerial abuses of power and inconsistencies
c) Emphasis on promoting individual initiative and creativity
d) A desire for informal relationships between employees

Answer: b) Increasing managerial abuses of power and inconsistencies
Explanation: The bureaucratic structure emerged as a response to managerial abuses of power and inconsistencies in organizational management.

Q62. According to Max Weber, a key characteristic of a bureaucratic organization is:
a) Promotion based on personal relationships
b) Informal employee interactions
c) Division of labor by functional specialization
d) Unclear rules and duties

Answer: c) Division of labor by functional specialization
Explanation: Weber's bureaucratic model emphasizes functional specialization, which leads to a clear division of labor.

Q63. Bureaucratic organizations are known for:
a) Encouraging creativity and individual judgment
b) Relying on set rules, hierarchy, and impersonal relations
c) Promoting flexibility and informal relationships
d) Avoiding a strict hierarchy of authority

Answer: b) Relying on set rules, hierarchy, and impersonal relations
Explanation: Bureaucratic organizations are characterized by a strict hierarchy, rules, and impersonal relationships between employees.

Q64. Which of the following is an advantage of bureaucratic organizations?
a) Increased creativity and employee initiative
b) Elimination of overlapping and conflicting duties
c) A focus on the individual rather than the position
d) High levels of informal communication

Answer: b) Elimination of overlapping and conflicting duties
Explanation: Bureaucracy aims to eliminate overlapping or conflicting roles, which improves efficiency and job clarity.

Q65. Bureaucratic organizations base their hiring and promotion processes primarily on:
a) Personal relationships and favoritism
b) Technical competence and merit
c) Informal network connections
d) Employee seniority and loyalty

Answer: b) Technical competence and merit
Explanation: In a bureaucratic system, hiring and promotion are based on merit and technical competence rather than personal factors.

Q66. One of the disadvantages of bureaucracy is that it leads to:
a) Increased creativity and risk-taking among employees
b) High employee engagement and job satisfaction
c) A lack of individual judgment and reluctance to take risks
d) Flexible, adaptive responses to changing environments

Answer: c) A lack of individual judgment and reluctance to take risks
Explanation: The rigid structure of bureaucracy discourages personal initiative and risk-taking, limiting employees' ability to exercise judgment.

Q67. Bureaucracy emphasizes the importance of:
a) Personal relationships over positional roles
b) Conformity and standardized behavior over individual performance
c) Informal procedures and flexible job roles
d) Creativity and employee autonomy

Answer: b) Conformity and standardized behavior over individual performance
Explanation: Bureaucracy values conformity to rules and standards, often at the expense of performance and individual creativity.

Q68. A significant negative consequence of bureaucracy is:
a) High levels of employee creativity and innovation
b) Employees feeling disconnected and indifferent

toward the organization
c) Employees making decisions based on personal judgment
d) A lack of efficiency in operations

Answer: b) Employees feeling disconnected and indifferent toward the organization
Explanation: Bureaucracy's impersonal nature can make employees feel disconnected, leading to indifference about their work and the organization.

Q69. Bureaucratic organizations are less effective in:
a) Ensuring consistency and reducing waste
b) Fostering employee growth, creativity, and initiative
c) Promoting expertise and job security
d) Maintaining a predictable and orderly structure

Answer: b) Fostering employee growth, creativity, and initiative
Explanation: The rigid, impersonal nature of bureaucracy stifles creativity and initiative, hindering employee development.

Q70. In bureaucratic organizations, the focus is primarily on:
a) Individual creativity and performance
b) Position and roles rather than the people filling them
c) Encouraging informal communication and relationships
d) Rewarding personal loyalty over technical skills

Answer: b) Position and roles rather than the people filling them
Explanation: Bureaucratic organizations focus on the position and its duties, rather than the individual employees who hold those positions.

Q71. A major criticism of the classical management theory is:
a) It considers people as motivated only by economic rewards
b) It emphasizes creativity and judgment over economic rewards
c) It is based on modern scientific research and evidence
d) It ignores the complexities of organizational environments

Answer: a) It considers people as motivated only by economic rewards
Explanation: Classical management theory is criticized for assuming that people are primarily motivated by economic rewards, which is often not true in modern organizations.

Q72. The classical management theory is criticized for assuming that:
a) All organizations can be managed with the same set of principles
b) Management should be flexible and adaptable to change
c) Creativity and judgment are essential for organizational success
d) The principles of management should be revisited regularly

Answer: a) All organizations can be managed with the same set of principles
Explanation: One major criticism is that classical theory assumes all organizations should be managed by a universal set of principles, which may not apply to all situations.

Q73. A key flaw of classical management principles is that they:
a) Are based on scientific research and evidence
b) Reflect empirical observations but lack scientific rigor
c) Are focused on human relations and behavioral aspects
d) Emphasize individual judgment and creativity

Answer: b) Reflect empirical observations but lack scientific rigor
Explanation: The principles of classical management theory were based on empirical observations rather than rigorous scientific

research, which limits their reliability and relevance over time.

Q74. Neoclassical theory emerged as a response to classical management theory because it:
a) Focused solely on mechanical and physiological factors of management
b) Emphasized the human-oriented aspects such as employee needs and behaviors
c) Reinforced the same principles that classical theory established
d) Ignored human relations and focused only on organizational structure

Answer: b) Emphasized the human-oriented aspects such as employee needs and behaviors
Explanation: Neoclassical theory arose in reaction to classical theory's mechanical approach, focusing more on human needs, drives, behaviors, and attitudes of employees.

Q75. Which of the following is NOT a characteristic of classical management theory?
a) Emphasis on strict rules and authority
b) Focus on division of labor and specialization
c) Consideration of individual employee needs and emotions
d) Generalization of management principles for all organizations

Answer: c) Consideration of individual employee needs and emotions
Explanation: Classical management theory largely ignored individual employee needs and emotions, focusing instead on strict organizational structure and efficiency.

Q76. Robert Owen and Andrew Ure were important figures in the early development of:
a) Human relations and behavioral schools
b) Scientific management theory
c) Classical management theory
d) Neoclassical theory focusing on human needs

Answer: d) Neoclassical theory focusing on human needs
Explanation: Both Robert Owen and Andrew Ure emphasized human needs in the workplace, influencing the development of neoclassical theory with a focus on employee welfare.

Q77. Neoclassical theory filled gaps left by classical theory by:
a) Focusing more on mechanical and physiological aspects of work
b) Incorporating human factors like employee motivation and behavior
c) Reinforcing the idea of a universal set of management principles
d) Emphasizing strict organizational hierarchies and rules

Answer: b) Incorporating human factors like employee motivation and behavior
Explanation: Neoclassical theory added a focus on human behavior, motivation, and needs, which classical theory largely overlooked.

Q78. The human relations movement of the 1940s and 1950s is criticized for:
a) Successfully creating a new theory of management
b) Filling major gaps in management theory
c) Focusing too much on human factors without creating a viable management theory
d) Focusing only on efficiency and productivity

Answer: c) Focusing too much on human factors without creating a viable management theory
Explanation: While the human relations movement addressed human factors, it did not create a comprehensive or new theory of management.

Q79. One of the major criticisms of the classical management theory is its:
a) Lack of consideration for the social and psychological needs of employees
b) Heavy focus on employee satisfaction and

motivation
c) Emphasis on creativity and judgment over structure
d) Failure to standardize management practices

Answer: a) Lack of consideration for the social and psychological needs of employees
Explanation: Classical theory is criticized for not addressing the social and psychological needs of employees, focusing instead on rigid structures and efficiency.

Q80. Classical management theory is often criticized for:
a) Being highly scientific and evidence-based
b) Ignoring the complexities of modern organizations
c) Incorporating extensive human relations research
d) Encouraging flexibility and adaptability in management

Answer: b) Ignoring the complexities of modern organizations
Explanation: Classical theory is criticized for failing to account for the increasing complexity of modern organizations, which require more creativity and adaptability.

Q81. Who is considered the father of the human relations movement?
a) William J. Dickson
b) Elton Mayo
c) El Roethlisberger
d) Frederick Taylor

Answer: b) Elton Mayo
Explanation: Elton Mayo is recognized as the father of the human relations movement, which later evolved into organizational behavior.

Q82. The primary focus of the human relations school of management is on:
a) Strict adherence to rules and procedures
b) Increasing organizational efficiency through scientific methods
c) Understanding and improving interpersonal relationships among employees
d) Maximizing profit through economic incentives

Answer: c) Understanding and improving interpersonal relationships among employees
Explanation: The human relations school emphasized the importance of interpersonal relationships and the social needs of employees in improving productivity.

Q83. Which of the following is NOT a conclusion from the Hawthorne studies?
a) Employees' behavior at work is influenced by non-economic factors
b) Strong informal groups exist within organizations
c) Productivity is directly related to lighting and rest periods
d) Workers have their own informal standards of behavior

Answer: c) Productivity is directly related to lighting and rest periods
Explanation: The Hawthorne studies concluded that factors other than lighting and rest periods, such as social and psychological factors, influenced productivity.

Q84. The concept of the "social person" in human relations theory suggests that employees:
a) Are motivated primarily by financial incentives
b) Obtain their sense of identity through interpersonal relationships
c) Respond only to managerial controls and directives
d) Should work in isolation to maximize efficiency

Answer: b) Obtain their sense of identity through interpersonal relationships
Explanation: The social person view emphasizes that individuals are motivated by social needs and obtain their sense of identity through their relationships with others.

Q85. According to the human relations school, employees are more responsive to:
a) Incentives and controls of management
b) The social forces of peer groups
c) Individual work tasks rather than group work
d) Strict hierarchical management structures

Answer: b) The social forces of peer groups
Explanation: Employees tend to respond more to the social forces and norms of their peer groups than to formal incentives or controls imposed by management.

Q86. One key outcome of the Hawthorne studies was the discovery of:
a) The importance of lighting and physical working conditions
b) The creation of a new management theory based solely on economic factors
c) Informal group norms influencing worker output
d) The necessity of managerial control over all worker actions

Answer: c) Informal group norms influencing worker output
Explanation: The studies revealed that workers developed informal norms for acceptable levels of output, which influenced the productivity and behavior of the group.

Q87. The human relations school led to the development of a new managerial role known as the:
a) Scientific manager
b) Social manager
c) Bureaucratic manager
d) Economic manager

Answer: b) Social manager
Explanation: The concept of the "social manager" emerged, where managers were expected to be more of a helper and coach, focusing on human relations and employee well-being rather than simply enforcing rules.

Q88. The human relations movement contributed to a shift from the classical theory's view of workers as:
a) Social beings with complex needs
b) Rational economic beings motivated solely by financial incentives
c) Machines that needed to be optimized for productivity
d) Unproductive workers in need of strict supervision

Answer: b) Rational economic beings motivated solely by financial incentives
Explanation: The human relations school shifted away from viewing workers solely as rational economic beings and instead emphasized their social and psychological needs.

Q89. The human relations approach stresses that managers should focus on:
a) Optimizing physical resources and machinery
b) Managing financial incentives and rewards
c) Improving employees' feelings, attitudes, and interpersonal relations
d) Maintaining strict control and authority

Answer: c) Improving employees' feelings, attitudes, and interpersonal relations
Explanation: The human relations school stresses the importance of understanding and improving employees' feelings and attitudes, recognizing the impact of these factors on productivity.

Q90. In the Hawthorne experiments, Mayo and his colleagues found that the workers' productivity increased due to:
a) Better working conditions alone
b) Their feeling of being observed and valued
c) Increased lighting and rest periods
d) Strict supervision and management controls

Answer: b) Their feeling of being observed and valued
Explanation: The increase in productivity was largely due to workers feeling valued and

observed, which helped to improve their motivation and work performance.

Q91. One of the major limitations of the human relations school is its:
a) Overemphasis on technological efficiency
b) Ignorance of human variables in organizational settings
c) Focus on both human and material resources equally
d) Over-reliance on material rewards

Answer: b) Ignorance of human variables in organizational settings
Explanation: The human relations school is criticized for focusing solely on human variables and ignoring other critical factors in the organization, such as structural and technological elements.

Q92. The human relations school is criticized for its view of organizations as:
a) Machines requiring strict management control
b) A group of cooperative and harmonious social groups
c) A space for maximizing economic rewards
d) Incompatible and conflicting groups with conflicting interests

Answer: b) A group of cooperative and harmonious social groups
Explanation: The human relations school idealized organizations as places where social groups cooperate harmoniously, which ignores the reality of conflicting interests among diverse groups within organizations.

Q93. According to the criticisms of the human relations school, informal groups:
a) Can enhance a worker's sense of productivity
b) Are essential for creating creativity and innovation
c) Can only improve the worker's daily experience but not their work performance
d) Are primarily responsible for increasing organizational efficiency

Answer: c) Can only improve the worker's daily experience but not their work performance
Explanation: Informal groups are seen as providing social comfort for workers but not significantly affecting the productivity of monotonous or repetitive tasks.

Q94. A limitation of the human relations approach is its overemphasis on:
a) Material rewards for workers
b) Individual job satisfaction in isolation from organizational goals
c) The importance of monetary compensation over social rewards
d) Organizational efficiency rather than individual needs

Answer: b) Individual job satisfaction in isolation from organizational goals
Explanation: The human relations approach is criticized for focusing on individual job satisfaction without sufficiently aligning it with broader organizational goals and productivity.

Q95. The assumption that "satisfied workers are more productive" is:
a) Always accurate and universally applicable
b) Challenged by the human relations school's critics
c) Proven in all cases through the Hawthorne studies
d) A fundamental principle of scientific management

Answer: b) Challenged by the human relations school's critics
Explanation: Critics argue that the link between worker satisfaction and productivity is not always accurate and may not hold true in all situations.

Q96. The human relations approach is considered to be overly:
a) Focused on large-scale organizational strategy
b) Employee-oriented and neglects productivity
c) Production-oriented and neglects employee

well-being
d) Materialistic, with a focus on monetary rewards

Answer: c) Production-oriented and neglects employee well-being
Explanation: The human relations school is seen as prioritizing productivity and organizational goals, often at the expense of genuine employee well-being.

Q97. The human relations movement accepted which of the following ideas from scientific management?
a) The irrelevance of efficiency in organizations
b) The central goal of improving worker productivity
c) The rejection of formal structures within organizations
d) The avoidance of any managerial control over workers

Answer: b) The central goal of improving worker productivity
Explanation: While the human relations movement emphasized human factors, it accepted scientific management's central goal of improving productivity, but through different methods, such as focusing on interpersonal relationships.

Q98. One of the main criticisms of the human relations school is its lack of:
a) Practical techniques for management
b) Comprehensive focus on all levels of an organization
c) Emphasis on individual worker efficiency
d) Support for worker autonomy

Answer: b) Comprehensive focus on all levels of an organization
Explanation: The human relations school focused on lower levels of organizations and ignored the broader, middle and upper levels, limiting its scope.

Q99. Critics of the human relations movement argue that its techniques:
a) Are applicable to all organizational settings
b) Overestimate the potential of informal group norms
c) Focus excessively on managerial control
d) Are primarily concerned with achieving technological efficiency

Answer: b) Overestimate the potential of informal group norms
Explanation: The critics argue that the human relations school places too much importance on informal group norms and their ability to improve productivity, which may not be realistic in many cases.

Q100. According to the human relations movement, a manager's role should include:
a) Maximizing the material rewards for workers
b) Maintaining strict control and authority over workers
c) Ensuring good communication and interpersonal relationships
d) Focusing solely on production and efficiency

Answer: c) Ensuring good communication and interpersonal relationships
Explanation: The human relations movement emphasizes the importance of good communication and interpersonal relationships between employees and managers to enhance organizational effectiveness.

Q101. The term "modern behaviourism" in management refers to:
a) The application of classical economic theories to management
b) An approach focusing on psychological considerations and emotional needs for achieving economic goals
c) The use of mechanical methods in managing organizations
d) The rejection of psychological factors in decision-making processes

Answer: b) An approach focusing on psychological considerations and emotional needs

for achieving economic goals
Explanation: Modern behaviourism emphasizes understanding psychological factors and fulfilling emotional needs to achieve broader economic objectives in management.

Q102. Which of the following is a key idea in the behavioural school's approach to management?
a) Employees should work in rigid, highly specialized jobs
b) The use of tight control over employees without considering their personal needs
c) Organizations should have flexible structures with jobs based on employees' capabilities and aptitudes
d) Work design should focus only on increasing productivity

Answer: c) Organizations should have flexible structures with jobs based on employees' capabilities and aptitudes
Explanation: The behavioural school advocates for more flexible organizational structures, focusing on employees' strengths and capabilities, rather than rigid, specialized jobs.

Q103. According to the behavioural school, classical management theory is criticized for:
a) Focusing too much on employee well-being
b) Being too responsive to human needs and emotions
c) Being mechanistic and degrading the human spirit
d) Failing to provide sufficient economic rewards to workers

Answer: c) Being mechanistic and degrading the human spirit
Explanation: The behavioural school criticizes classical management theory for treating employees as machines and ignoring their human needs, thus degrading their spirit.

Q104. Which of the following theorists is considered a major contributor to the behavioural school of management?
a) Frederick Taylor
b) Abraham Maslow
c) Henri Fayol
d) Max Weber

Answer: b) Abraham Maslow
Explanation: Abraham Maslow, known for his hierarchy of needs theory, is one of the major contributors to the behavioural school, which focuses on human motivation and needs.

Q105. A key feature of modern behaviourism in management is:
a) The use of highly specialized roles for employees
b) An emphasis on satisfying employees' emotional needs as a means to achieve economic goals
c) The rigid control of employees' work tasks
d) The rejection of employee participation in decision-making

Answer: b) An emphasis on satisfying employees' emotional needs as a means to achieve economic goals
Explanation: Modern behaviourism emphasizes the fulfillment of emotional and psychological needs to motivate employees and drive economic success.

Q106. Behavioural scientists such as Maslow, McGregor, and Herzberg are known for:
a) Focusing on productivity and efficiency through strict control
b) Proposing theories on motivation, leadership, and employee satisfaction
c) Rejecting the idea of human needs in organizations
d) Developing a purely mechanistic approach to management

Answer: b) Proposing theories on motivation, leadership, and employee satisfaction

Explanation: These behavioural scientists focused on understanding what motivates employees and how leadership and satisfaction can be improved in organizational settings.

Q107. The behavioural school of management advocates for:
a) Strict managerial control and top-down decision making
b) Participative decision-making and self-direction by employees
c) Keeping employees' roles narrowly defined to maximize efficiency
d) A focus on individual goals over group performance

Answer: b) Participative decision-making and self-direction by employees
Explanation: The behavioural school promotes participative decision-making, self-direction, and control by employees, encouraging greater involvement and autonomy in the workplace.

Q108. Which of the following is a limitation of the behavioural school of management?
a) It fails to address the economic and financial aspects of management
b) It does not consider the importance of organizational structures
c) It overemphasizes individual psychological needs while underestimating the need for efficiency
d) It ignores the role of management in decision-making

Answer: c) It overemphasizes individual psychological needs while underestimating the need for efficiency
Explanation: Critics argue that the behavioural school places too much focus on individual psychological needs and emotional well-being, potentially at the expense of organizational efficiency and productivity.

Q109. According to the behavioural school, work design should:
a) Focus primarily on increasing productivity and minimizing costs
b) Be based on the evolving needs of employees, providing them with diverse and challenging work
c) Remain static to maintain control over employees
d) Limit employee autonomy to ensure consistency

Answer: b) Be based on the evolving needs of employees, providing them with diverse and challenging work
Explanation: The behavioural school emphasizes that work design should evolve to meet employees' changing needs and provide them with engaging and challenging tasks.

Q110. The behavioural school's focus on motivation and employee needs led to the development of theories like:
a) The Theory of Bureaucracy
b) The Hierarchy of Needs and Motivation-Hygiene Theory
c) The Principles of Scientific Management
d) The Administrative Theory

Answer: b) The Hierarchy of Needs and Motivation-Hygiene Theory
Explanation: The behavioural school is credited with developing theories like Maslow's Hierarchy of Needs and Herzberg's Motivation-Hygiene Theory, which explore how fulfilling employee needs can enhance motivation and performance.

Q111. Systems theory in management emerged as a response to the limitations of which two classical management approaches?
a) Scientific management and administrative theory
b) Classical theory and neoclassical theory
c) Behavioural theory and contingency theory
d) Human relations theory and systems theory

Answer: b) Classical theory and neoclassical theory
Explanation: Systems theory emerged as a via

media between the classical and neoclassical approaches, integrating both task and people-focused perspectives.

Q112. According to systems theory, an organization is considered an:
a) Independent entity
b) Closed system
c) Open system
d) Unstructured environment

Answer: c) Open system
Explanation: In systems theory, organizations are viewed as open systems that constantly interact with their environment, such as government agencies, customers, and suppliers.

Q113. The concept of an "open system" in systems theory means that:
a) An organization operates in isolation
b) An organization does not interact with external forces
c) An organization interacts regularly with external forces
d) An organization does not change over time

Answer: c) An organization interacts regularly with external forces
Explanation: Open systems interact with external factors like suppliers, customers, and government agencies, which affect the organization's operations.

Q114. What is meant by "throughput" in systems theory?
a) The input of goods and services into the system
b) The process of converting inputs into outputs
c) The flow of information from the top to bottom of the organization
d) The communication of feedback to external forces

Answer: b) The process of converting inputs into outputs
Explanation: Throughput refers to the process in which input (materials, information, etc.) is transformed into outputs (goods, services, etc.) within the organization.

Q115. According to systems theory, the concept of synergy means that:
a) The whole system operates in isolation
b) The output of a system is always equal to the sum of its parts
c) The output of a system is greater than the combined output of its parts
d) The system becomes inefficient when parts cooperate

Answer: c) The output of a system is greater than the combined output of its parts
Explanation: Synergy refers to the idea that the combined output of a system is greater when its parts work together than when they operate independently.

Q116. What is the role of management in a system as per systems theory?
a) To focus only on financial operations
b) To act as a boundary-linking pin among subsystems within the organization
c) To enforce strict top-down control without communication
d) To limit external interactions with the environment

Answer: b) To act as a boundary-linking pin among subsystems within the organization
Explanation: Management in systems theory links different subsystems within the organization and ensures smooth interaction with the external environment.

Q117. According to systems theory, changes in one part of the organization:
a) Do not affect other parts
b) Affect all other parts of the organization
c) Only affect the top-level managers
d) Are unrelated to the organization's success

Answer: b) Affect all other parts of the organization
Explanation: Systems theory highlights that changes in one part of the organization can have a ripple effect on all other parts due to the interdependence of the system's components.

Q118. The interdependence of parts within an organization makes a manager's job:
a) Easier due to clear boundaries
b) More complex due to the need to coordinate multiple factors
c) Simpler by reducing the need for decision-making
d) Irrelevant to the success of the system

Answer: b) More complex due to the need to coordinate multiple factors
Explanation: The interdependence of various parts within a system complicates the manager's role, as they must coordinate different factors to maintain overall functionality.

Q119. A system adjusts to changes in its environment by:
a) Ignoring external factors
b) Relying only on internal feedback
c) Adapting and exercising control through feedback
d) Becoming more rigid in its operations

Answer: c) Adapting and exercising control through feedback
Explanation: Systems adapt to changes by using feedback from the environment to adjust their operations and control mechanisms.

Q120. Who are some of the key advocates of systems theory in management?
a) Frederick Taylor and Max Weber
b) Chester Barnard, George Homans, and Herbert Simon
c) Henri Fayol and Elton Mayo
d) Abraham Maslow and Douglas McGregor

Answer: b) Chester Barnard, George Homans, and Herbert Simon
Explanation: These theorists are key advocates of systems theory, which emphasizes a holistic approach to understanding and managing organizations.

Q121. What does the contingency theory emphasize in terms of managerial strategies?
a) One universal approach that works for all organizations
b) The need for strategies based solely on internal factors
c) The absence of a single best way to manage and the importance of context
d) The application of rigid strategies regardless of the situation

Answer: c) The absence of a single best way to manage and the importance of context
Explanation: The contingency theory stresses that managerial strategies should be based on the specific situational factors rather than a universal method that works in all circumstances.

Q122. In contingency theory, what is the key skill that managers should develop?
a) Technical expertise in one specific area
b) Situational sensitivity and the ability to select the appropriate technique
c) Strict adherence to established routines
d) Independence from environmental factors

Answer: b) Situational sensitivity and the ability to select the appropriate technique
Explanation: Managers should develop the ability to identify the most suitable technique for a given situation based on both internal and external factors.

Q123. According to contingency theory, what type of structure is most effective in a stable, unchanging environment?
a) Flexible and adaptable structure
b) Bureaucratic structure

c) Organic structure
d) Matrix structure

Answer: b) Bureaucratic structure
Explanation: A bureaucratic structure, common in manufacturing organizations, works well in a stable environment, where rules and procedures can be more rigidly applied.

Q124. How does contingency theory view leadership?
a) Leadership is based on rigid and predefined behaviors
b) Leadership must be flexible and adapt to the situation at hand
c) Leadership should remain constant, regardless of the situation
d) Leadership depends entirely on the organization's structure

Answer: b) Leadership must be flexible and adapt to the situation at hand
Explanation: Contingency theory suggests that effective leadership depends on the situation and that managers should adapt their leadership style to meet the needs of the moment.

Q125. The contingency approach suggests that motivation results from:
a) Universal, one-size-fits-all rewards
b) External controls and pressures
c) Individual reactions to key environmental factors
d) Employee passivity and obedience

Answer: c) Individual reactions to key environmental factors
Explanation: According to contingency theory, motivation is influenced by individuals' reactions to the environment around them, which affects their behavior and performance.

Q126. In the context of contingency theory, which type of structure is most effective for a Research and Development (R&D) organization?
a) Bureaucratic structure
b) A rigid and formalized structure
c) A flexible structure
d) A decentralized structure

Answer: c) A flexible structure
Explanation: R&D organizations, which operate in more dynamic and changing environments, benefit from a flexible organizational structure to adapt to rapid changes.

Q127. The concept of 'self-actualization' in organizational humanism refers to:
a) Completing all tasks with minimal effort
b) Reaching one's full potential and utilizing personal skills
c) Achieving a high level of obedience and conformity
d) Complying strictly with external controls and limitations

Answer: b) Reaching one's full potential and utilizing personal skills
Explanation: Self-actualization in organizational humanism involves employees using all their abilities and creativity to reach their full potential, both at work and in personal life.

Q128. Which of the following researchers is associated with organizational humanism and its focus on self-actualization?
a) Frederick Taylor
b) Chris Argyris
c) Max Weber
d) Henri Fayol

Answer: b) Chris Argyris
Explanation: Chris Argyris, along with others like Douglas McGregor and Abraham Maslow, is associated with organizational humanism, which emphasizes self-actualization and the importance of personal growth in the workplace.

Q129. According to the contingency theory, what should the design of an organization depend on?
a) The organization's size alone
b) The environment and technology the organization uses
c) The leadership style of the manager
d) The number of employees in the organization

Answer: b) The environment and technology the organization uses
Explanation: Contingency theory posits that the design of an organization must be adapted to fit its environment and the type of technology it employs.

Q130. What does organizational humanism suggest about the behavior of employees?
a) Employees are primarily controlled by external factors
b) Employees are self-motivated and respond negatively to external control
c) Employees prefer rigid structures and constant supervision
d) Employees are motivated by financial rewards alone

Answer: b) Employees are self-motivated and respond negatively to external control
Explanation: Organizational humanism emphasizes that employees are largely self-motivated and react negatively to external controls, seeking personal growth and self-actualization instead.

Q131. According to Evans, what are the three basic periods of library management development?
a) Traditional, Scientific, and Human Relations
b) Pre-1937, Scientific (1937-1955), and Human Relations (1955-present)
c) Classical, Neoclassical, and Behavioral
d) Autocratic, Democratic, and Participative

Answer: b) Pre-1937, Scientific (1937-1955), and Human Relations (1955-present)
Explanation: Evans identifies three basic periods of library management development: Pre-1937 (traditional), Scientific (1937-1955), and Human Relations (1955-present).

Q132. During the Pre-1937 period, libraries were primarily managed with a focus on:
a) Efficient operations and cost management
b) Scientific methods and mechanized equipment
c) Traditional and conservative approaches with little concern for cost
d) Employee involvement and participative decision-making

Answer: c) Traditional and conservative approaches with little concern for cost
Explanation: In the Pre-1937 period, libraries were run conservatively with little concern for cost, and there was little change in library management practices.

Q133. Which of the following is true of the Scientific (1937-1955) period in library management?
a) Libraries had a focus on participative administration
b) The emphasis was on efficient operation, mechanized equipment, and cost control
c) Libraries focused on developing democratic structures and decision-making committees
d) The period emphasized theoretical and philosophical approaches to management

Answer: b) The emphasis was on efficient operation, mechanized equipment, and cost control
Explanation: The Scientific period focused on efficient operations, use of mechanized equipment, and cost management, with an emphasis on technical services like cataloging.

Q134. In the Human Relations period (1955-present), library management incorporated which of the following concepts?
a) Strict hierarchical structures
b) Use of scientific equipment for operations

c) Democratic and participative administration
d) Focus on technical efficiency rather than people

Answer: c) Democratic and participative administration
Explanation: The Human Relations period emphasized concepts such as democratic leadership, participative administration, and involving employees in decision-making processes.

Q135. According to Evans, what is needed for the future of library management?
a) A unified theory of library management
b) A return to traditional management methods
c) Greater emphasis on technical efficiency and automation
d) Rejection of modern management theories

Answer: a) A unified theory of library management
Explanation: Evans suggests the need for a unified theory of library management that integrates various management approaches.

Q136. Which management theory is most closely associated with the development of systems theory and quantitative techniques in library management?
a) Classical theory
b) Neoclassical theory
c) Systems theory and behavioral sciences
d) Human relations theory

Answer: c) Systems theory and behavioral sciences
Explanation: Recently, systems theory, quantitative techniques, and behavioral sciences have gained attention in library management, particularly in terms of improving efficiency and decision-making.

Q137. The scientific management period (1937-1955) in libraries focused primarily on:
a) Democratic participation and employee engagement
b) Technical services and cataloging studies
c) The use of behavioral sciences for library management
d) The development of unified management theories

Answer: b) Technical services and cataloging studies
Explanation: During the scientific management period, there was a focus on technical services, such as cataloging, and using methods like mechanized equipment to improve efficiency.

Q138. What does Evans suggest about the application of management theories in library and information centers?
a) There is clear application of classical and neoclassical theories in libraries
b) There is little research into the application of management theories in libraries
c) Libraries have applied the same management theories as business organizations
d) Libraries reject all forms of management theory

Answer: b) There is little research into the application of management theories in libraries
Explanation: Evans points out that there has been scant attention given to the application of traditional management theories in library and information center management.

Q139. Which of the following is true about the Pre-1937 period in libraries?
a) Libraries were focusing on cost management and efficiency
b) Libraries had large budgets and emphasized scientific management
c) Libraries had small collections and lacked concern for cost
d) Libraries were characterized by democratic leadership styles

Answer: c) Libraries had small collections and lacked concern for cost
Explanation: In the Pre-1937 period, libraries

operated with small collections and showed little concern for cost, following traditional management practices.

Q140. Evans' comparison of library management to business management suggests that:
a) Library management theory started at the same time as business management theory
b) Library management followed the same development pattern as business management, but started later
c) Library management was always ahead of business management theories
d) Library management did not evolve as quickly as business management

Answer: b) Library management followed the same development pattern as business management but started later
Explanation: Evans compares the development of library management to business management, noting that library management followed the same pattern but started later in terms of its development.

Q141. Which book by Jo Bryson (1990) focuses on effective management for libraries and information centers?
a) Management Basics for Information Professionals
b) Human Behaviour at Work
c) Effective Library and Information Centre Management
d) Fundamentals of Management

Answer: c) Effective Library and Information Centre Management
Explanation: Jo Bryson's book, *Effective Library and Information Centre Management* (1990), focuses on management practices specifically for libraries and information centers.

Q142. Who co-authored the book *Human Behaviour at Work: Organisational Behaviour* (1989)?
a) William L. Dejan and Patricia L. Ward
b) Keith Davis and John W. Newstrom
c) G. Edward Evans and Bendik Ruzaas
d) Stephen P. Robbins and Mary Coulter

Answer: b) Keith Davis and John W. Newstrom
Explanation: *Human Behaviour at Work: Organisational Behaviour* (1989) was written by Keith Davis and John W. Newstrom.

Q143. The book *Principles of Management: Text and Cases* was written by which author?
a) Michael A. Hitt
b) William L. Dejan
c) Russell Moore
d) Harold Koontz

Answer: b) William L. Dejan
Explanation: *Principles of Management: Text and Cases* (1978) was written by William L. Dejan.

Q144. Who authored *Management Techniques for Libraries* (1976)?
a) Keith Davis
b) Harold Koontz
c) G. Edward Evans
d) Ricky Griffin

Answer: c) G. Edward Evans
Explanation: *Management Techniques for Libraries* (1976) was written by G. Edward Evans.

Q145. Which book was co-authored by G. Edward Evans, Patricia L. Ward, and Bendik Ruzaas in 2000?
a) Management Techniques for Libraries
b) Management Concepts and Practices
c) Management Basics for Information Professionals
d) AMA Management Handbook

Answer: c) Management Basics for Information Professionals
Explanation: *Management Basics for Information Professionals* (2000) was co-authored

by G. Edward Evans, Patricia L. Ward, and Bendik Ruzaas.

Q146. The 4th edition of *Fundamentals of Management* was written by which author?
a) Robbins, Stephen P.
b) Ricky Griffin
c) Russell Moore
d) Michael A. Hitt

Answer: b) Ricky Griffin
Explanation: *Fundamentals of Management* (4th edition, 2005) was authored by Ricky Griffin.

Q147. Which book, published in 1975, focuses on management analysis, concepts, and cases?
a) AMA Management Handbook
b) Management: Analysis, Concepts and Cases
c) Essentials of Management
d) History of Management Thought

Answer: b) Management: Analysis, Concepts and Cases
Explanation: *Management: Analysis, Concepts and Cases* (3rd edition, 1975) was written by W. Warren Haynes, Joseph L. Massie, and Marc I. Wallace.

Q148. Who is the author of *Essentials of Management* (1975)?
a) Harold Koontz and Cyril O'Donnell
b) Stephen P. Robbins and David DeCenzo
c) Hitt, Michael A. and Mathis, Robert L.
d) Paul Mali and Richard M. Hodgetts

Answer: a) Harold Koontz and Cyril O'Donnell
Explanation: *Essentials of Management* (1975) was written by Harold Koontz and Cyril O'Donnell.

Q149. The *Journal of the Academy of Management* article titled *The Management Theory Jungle* was written by which author?
a) Harold Koontz
b) Michael A. Hitt
c) Keith Davis
d) Richard M. Hodgetts

Answer: a) Harold Koontz
Explanation: *The Management Theory Jungle* (1961) was an article by Harold Koontz, published in the *Journal of the Academy of Management*.

Q150. Who authored *Management Handbook: Operating Guidelines, Techniques, and Practices* (1981)?
a) Stephen P. Robbins
b) Richard M. Hodgetts and Steven Altman
c) Michael A. Hitt and R. Dennis Middlemist
d) W. Warren Haynes and Joseph L. Massie

Answer: b) Richard M. Hodgetts and Steven Altman
Explanation: *Management Handbook: Operating Guidelines, Techniques, and Practices* (1981) was authored by Richard M. Hodgetts and Steven Altman.

Q151. The *AMA Management Handbook* was published by which organization?
a) Prentice Hall
b) Allyn and Bacon
c) AMACOM Books
d) Wiley

Answer: c) AMACOM Books
Explanation: *AMA Management Handbook* (1970) was published by AMACOM Books.

Q152. The book *Management: Principles and Practices* was authored by:
a) Dalton L. McFardland
b) Keith Davis
c) William L. Dejan
d) Michael A. Hitt

Answer: a) Dalton L. McFardland
Explanation: *Management: Principles and Practices* (4th edition, 1974) was authored by Dalton L. McFardland.

Q153. Which book, published by Prentice Hall, is co-authored by Stephen P. Robbins and David DeCenzo?
a) Fundamentals of Management
b) Management
c) Effective Management
d) Management Concepts and Practices

Answer: b) Management
Explanation: *Management* (8th edition, 2004) was co-authored by Stephen P. Robbins and Mary Coulter.

Q154. Who co-authored the book *Principles of Management* (1991), 2nd edition?
a) Harold Koontz and Cyril O'Donnell
b) P.C. Tripathi and P.N. Reddy
c) W. Warren Haynes and Marc I. Wallace
d) Keith Davis and John W. Newstrom

Answer: b) P.C. Tripathi and P.N. Reddy
Explanation: *Principles of Management* (2nd edition, 1991) was authored by P.C. Tripathi and P.N. Reddy.

UNIT 2

MANAGEMENT FUNCTIONS

Q155. According to the principle of commitment, what is the impact of long-range planning on management?
a) It helps in managing daily operations
b) It reduces uncertainty and commits resources for a long period
c) It addresses short-term objectives only
d) It helps in executing plans faster

Answer: b) It reduces uncertainty and commits resources for a long period
Explanation: The principle of commitment in long-range planning helps reduce uncertainty by committing resources and policies over an extended period.

Q156. Which principle of planning emphasizes the need for easy adjustment to changes and better chances of survival in a crisis?
a) Principle of Commitment
b) Principle of Flexibility
c) Principle of Adaptability
d) Principle of Review

Answer: b) Principle of Flexibility
Explanation: The principle of flexibility ensures that plans can be adjusted to changes, improving the ability to adapt to crises.

Q157. Which principle in planning focuses on continuous review and redrawing of plans to meet changed conditions?
a) Principle of Commitment
b) Principle of Flexibility
c) Principle of Adaptability
d) Principle of Innovation

Answer: c) Principle of Adaptability
Explanation: The principle of adaptability emphasizes constant review and modification of plans to stay aligned with changing conditions.

Q158. What is the sequence of the planning process as mentioned in the text?
a) Decision making → Objectives → Developing policies
b) Objectives → Premising → Decision making → Developing policies
c) Objectives → Decision making → Premising → Developing policies
d) Premising → Objectives → Developing policies → Decision making

Answer: b) Objectives → Premising → Decision making → Developing policies
Explanation: The planning process begins with setting objectives, followed by premising,

decision making, and then developing policies and strategies.

Q159. What is the purpose of objectives in modern management planning?
a) To provide a specific reason for an enterprise's existence
b) To define the activities and resources of an organization
c) To help in daily operations
d) To address only short-term goals

Answer: a) To provide a specific reason for an enterprise's existence
Explanation: Objectives in modern management planning help define the purpose or mission of an enterprise, which leads to the attainment of specific goals.

Q160. What is the relationship between mission, goals, objectives, and activities?
a) Activities precede mission in the hierarchy
b) Objectives are more comprehensive than goals
c) Mission → Goal → Objective → Activity is a hierarchy of decreasing comprehensiveness
d) Mission and activities are interchangeable

Answer: c) Mission → Goal → Objective → Activity is a hierarchy of decreasing comprehensiveness
Explanation: The hierarchy starts with the mission, followed by goals, objectives, and finally activities, with each level becoming more specific.

Q161. What is the first step in the planning process for any organization, including libraries?
a) Developing policies
b) Decision making
c) Setting objectives
d) Premising

Answer: c) Setting objectives
Explanation: The first step in the planning process is setting clear objectives, which guide all other planning activities.

Q162. In planning, which of the following follows the goals in terms of specificity?
a) Activities
b) Objectives
c) Premises
d) Resources

Answer: b) Objectives
Explanation: Objectives follow goals in planning, becoming more specific in terms of what the organization wants to achieve.

Q163. What does the principle of flexibility in planning enable in terms of decision making?
a) Fixed resources and policies
b) Easier changes in response to crises
c) Immediate revision of all plans
d) A focus on long-term goals

Answer: b) Easier changes in response to crises
Explanation: The principle of flexibility allows decisions to be adjusted and changed as necessary, particularly in response to unforeseen crises.

Q164. What is the primary function of the Management Information System (MIS)?
a) To process financial transactions only
b) To collect and transmit relevant data for operations and managerial applications
c) To monitor employee performance
d) To conduct market research and development

Answer: b) To collect and transmit relevant data for operations and managerial applications
Explanation: The main function of MIS is to collect and transmit data related to operations and management.

Q165. What are the two distinct types of information that MIS deals with?
a) External and internal data
b) Financial and production data
c) Transaction processing and management

information
d) Marketing and inventory data

Answer: c) Transaction processing and management information
Explanation: MIS handles transaction processing data, which covers corporate activities, and management information, which includes both internal and external information.

Q166. How has the role of MIS evolved in recent years?
a) It is now focused solely on accounting functions
b) It has become a part of the Electronic Data Processing (EDP) department
c) It has been integrated into marketing departments only
d) It is no longer relevant to modern management

Answer: b) It has become a part of the Electronic Data Processing (EDP) department
Explanation: In recent years, the function of MIS has been integrated into the EDP department, reflecting its reliance on technology for data management.

Q167. What does the organizational structure of a company depend on?
a) Financial capacity
b) The flow of authority and relationships
c) Employee satisfaction
d) Competitive analysis

Answer: b) The flow of authority and relationships
Explanation: Organizational structure is based on the analysis of activities, responsibility for decisions, and relationships that enable the achievement of objectives.

Q168. In the context of organizational structure, what is the "span" of an organization?
a) The overall productivity of the organization
b) The range of employees within the organization
c) The area over which authority runs
d) The number of departments within the organization

Answer: c) The area over which authority runs
Explanation: The span of an organization refers to the area or scope over which authority is exercised, typically defined by the number of individuals a manager supervises.

Q169. Which of the following is a key feature of the bureaucratic organizational structure?
a) High level of innovation and flexibility
b) Systematic division of labor based on specialization
c) Minimal supervision of staff
d) Informal relationships among employees

Answer: b) Systematic division of labor based on specialization
Explanation: Bureaucratic structures are characterized by specialized divisions of labor, with clearly defined roles and responsibilities.

Q170. What is a potential drawback of a bureaucratic structure?
a) It encourages innovation and risk-taking
b) It can lead to conflict between different bureaucratic units
c) It results in faster decision-making processes
d) It leads to high levels of employee autonomy

Answer: b) It can lead to conflict between different bureaucratic units
Explanation: The bureaucratic structure can lead to conflict between units due to its rigid specialization and lack of coordination between different parts of the organization.

Q171. Which of the following is not considered a dysfunctional aspect of bureaucracy?
a) Rigid application of rules
b) Specialization leading to conflict
c) Impersonal approach to problem-solving

d) High levels of employee creativity and initiative

Answer: d) High levels of employee creativity and initiative
Explanation: Bureaucratic structures typically suppress creativity and initiative due to their rigid rules, impersonal relationships, and focus on standardized processes.

Q172. Despite its drawbacks, which of the following features of bureaucratic structures still form the foundation of most management structures?
a) Flexibility and decentralization
b) Unity of command and delegation of routine matters
c) High levels of technical talent
d) Informal leadership and decision-making

Answer: b) Unity of command and delegation of routine matters
Explanation: Features like unity of command and delegation of routine matters continue to be foundational in many management structures despite the drawbacks of bureaucracy.

Q173. What is the disadvantage of a large bureaucratic structure?
a) Lack of technical knowledge
b) Delay and notional accountability
c) Empowerment of individual employees
d) High turnover rates

Answer: b) Delay and notional accountability
Explanation: Large bureaucratic structures often suffer from delays and notional accountability, where responsibility is diffused and decision-making can become slow.

Q174. What does authority in an organization refer to?
a) The power to control finances only
b) The power of decision-making and execution of decisions
c) The ability to hire and fire employees
d) The power to create new products

Answer: b) The power of decision-making and execution of decisions
Explanation: Authority refers to the power given to functionaries in an organization to make decisions and execute them effectively.

Q175. What are the two types of relationships recognized in the exercise of authority?
a) Managerial and subordinate
b) Line and staff
c) Task-based and advisory
d) Directive and cooperative

Answer: b) Line and staff
Explanation: The two types of authority relationships in an organization are line authority (directly related to task execution) and staff authority (advisory in nature).

Q176. What is the difference between line authority and staff authority?
a) Line authority is advisory; staff authority is decision-making
b) Line authority involves executing tasks, while staff authority provides specialized knowledge
c) Line authority only applies to finance departments, while staff authority applies to operations
d) Line authority manages the entire organization, while staff authority manages external relationships

Answer: b) Line authority involves executing tasks, while staff authority provides specialized knowledge
Explanation: Line authority is directly related to executing basic tasks, while staff authority provides advice based on specialized knowledge.

Q177. What is functional authority?
a) Authority vested in a manager to make decisions for their department
b) Delegation of authority related to specific roles to managers outside one's own department
c) Authority to control the finances of the

organization
d) Authority given to staff members to execute day-to-day operations

Answer: b) Delegation of authority related to specific roles to managers outside one's own department
Explanation: Functional authority involves delegating authority for specific tasks to managers or departments outside their own scope of responsibility.

Q178. What is the potential problem with dual authority in an organization?
a) It increases employee satisfaction
b) It creates confusion and diffusion of responsibility
c) It ensures smooth communication across departments
d) It leads to faster decision-making

Answer: b) It creates confusion and diffusion of responsibility
Explanation: Dual authority, where an employee reports to multiple authorities, can lead to confusion and unclear responsibility, making management less effective.

Q179. What does the principle of "unity of command" imply?
a) Each employee should report to multiple superiors
b) Each employee should be responsible to and receive orders from only one superior
c) Authority should be shared equally among all employees
d) Employees should be able to make decisions independently

Answer: b) Each employee should be responsible to and receive orders from only one superior
Explanation: Unity of command ensures that an employee has a clear line of authority by reporting to only one superior to avoid confusion.

Q180. What happens if staff authority is not properly defined?
a) It leads to efficient management
b) It enhances communication across departments
c) It can lead to conflicts with line authority
d) It simplifies decision-making

Answer: c) It can lead to conflicts with line authority
Explanation: If staff authority is not properly defined, it can conflict with line authority, causing inefficiencies and confusion in decision-making.

Q181. Why has the role of staff authority increased over time?
a) Due to the decrease in specialization
b) Due to the increasing effects of external environmental forces and specialization
c) Because it reduces the need for expertise
d) Because it replaces the need for line authority

Answer: b) Due to the increasing effects of external environmental forces and specialization
Explanation: As organizations face more external challenges and require greater specialization, the role of staff authority has become more important.

Q182. What is the risk of vesting functional authority indiscriminately in staff departments?
a) It speeds up decision-making
b) It could delay actions and reduce efficiency
c) It fosters innovation
d) It improves communication across departments

Answer: b) It could delay actions and reduce efficiency
Explanation: Indiscriminate vesting of functional authority in staff departments can slow down decision-making, as it complicates the process and affects overall efficiency.

Q183. Where are activities best left to functional authority in an organization?
a) When they are specialized and need expert

handling
b) When they involve routine tasks
c) When they only require managerial oversight
d) When they are non-essential to organizational goals

Answer: a) When they are specialized and need expert handling
Explanation: Activities that require expert handling or are common to several departments are best managed by functional authority to ensure efficiency and specialization.

Q184. What is the primary purpose of job design, job analysis, and job evaluation?
a) To evaluate the company's financial performance
b) To manage employee satisfaction
c) To furnish data for manpower planning, recruitment, pay fixation, and other HR functions
d) To monitor employee attendance and punctuality

Answer: c) To furnish data for manpower planning, recruitment, pay fixation, and other HR functions
Explanation: Job design, analysis, and evaluation are essential for various HR functions, such as recruitment, pay fixation, performance appraisal, and training program design.

Q185. Which of the following is a principle followed in job design according to engineers?
a) Maximizing the skill requirements for workers
b) Making jobs as repetitive as possible
c) Increasing internal movement and handling time
d) Minimizing job specialization

Answer: b) Making jobs as repetitive as possible
Explanation: Engineers in job design aim to make jobs repetitive to improve efficiency and reduce complexity, which is one of the key principles in job design.

Q186. What is job enrichment?
a) Making a job more repetitive to improve efficiency
b) Providing scope for initiative and involvement in the job to make it meaningful
c) Adding variety to a job to increase interest
d) Changing job responsibilities from individuals to teams

Answer: b) Providing scope for initiative and involvement in the job to make it meaningful
Explanation: Job enrichment involves enhancing the job content by allowing workers to take more initiative and participate in decision-making, thus making the job more meaningful and motivating.

Q187. Which of the following is a method of job analysis?
a) Assigning responsibilities randomly
b) Job observation
c) Focusing only on the workers' emotional state
d) Ignoring the tasks involved in a job

Answer: b) Job observation
Explanation: Job analysis involves various methods like job observation, questionnaires, interviews, checklists, diaries, and expert opinions to gather detailed job-related information.

Q188. What does job rotation involve?
a) Making a job more repetitive by increasing the number of tasks
b) Changing workers' responsibilities from one routine job to another regularly
c) Eliminating certain tasks to reduce skill requirements
d) Reducing the variety of tasks performed in a job

Answer: b) Changing workers' responsibilities from one routine job to another regularly
Explanation: Job rotation involves moving workers from one routine task to another, which helps reduce boredom and monotony in repetitive jobs.

Q189. Which of the following is an advantage of self-managed work teams?
a) Reduced social interaction among workers
b) Increased individual responsibility for each task
c) Greater job satisfaction through social interaction
d) Higher stress levels for workers

Answer: c) Greater job satisfaction through social interaction
Explanation: Self-managed work teams foster greater satisfaction by increasing social interaction and shared responsibility, which can enhance motivation and teamwork.

Q190. What is the main purpose of job enlargement?
a) To make a job more repetitive
b) To add variety to the tasks performed in a job
c) To reduce job responsibilities
d) To make the job less demanding

Answer: b) To add variety to the tasks performed in a job
Explanation: Job enlargement involves adding more variety to the tasks performed, making the job more interesting and reducing monotony.

Q191. What is the purpose of using a checklist in job analysis?
a) To create a new job role
b) To document the specific tasks involved in a job
c) To determine the salary for a position
d) To delegate tasks to workers

Answer: b) To document the specific tasks involved in a job
Explanation: A checklist in job analysis helps to record and organize the tasks and duties associated with a job, which is essential for accurate job analysis.

Q192. What is the significance of job analysis in an organization?
a) It helps in monitoring employee attendance
b) It helps in setting compensation and performance goals
c) It helps in recruiting workers randomly without any criteria
d) It is only used for designing office spaces

Answer: b) It helps in setting compensation and performance goals
Explanation: Job analysis provides data that supports decisions on recruitment, pay fixation, performance appraisal, and the creation of training programs, making it crucial for effective HR management.

Q193. What does the "multiple units of accomplishment" concept in job design refer to?
a) Providing a larger range of tasks to employees
b) Dividing a continuous task into smaller units for a sense of accomplishment
c) Allowing workers to work on tasks of different difficulty levels
d) Focusing only on the completion of large tasks

Answer: b) Dividing a continuous task into smaller units for a sense of accomplishment
Explanation: This concept involves dividing tasks into manageable subunits, so workers experience a psychological sense of accomplishment when each subunit is completed.

Q194. What is the primary objective of job evaluation?
a) To compare the performance of employees
b) To establish the worth of a job in relation to other jobs in the organization
c) To fix the working hours for employees
d) To assess the satisfaction level of workers

Answer: b) To establish the worth of a job in relation to other jobs in the organization
Explanation: Job evaluation aims to assess the value of a job in comparison to others within the organization, which helps in setting fair compensation and responsibilities.

Q195. Which of the following methods is used in job evaluation?
a) Ranking method
b) Job analysis method
c) Performance appraisal method
d) Motivation method

Answer: a) Ranking method
Explanation: The ranking method is a widely used job evaluation technique where jobs are compared based on factors like skill, complexity, and work environment, and ranked accordingly.

Q196. What is the major drawback of the ranking method in job evaluation?
a) It requires too much documentation
b) It doesn't consider specific factors that should determine the worth of a job
c) It is time-consuming and complex
d) It doesn't allow for flexibility in adding new positions

Answer: b) It doesn't consider specific factors that should determine the worth of a job
Explanation: The ranking method is a general comparison of jobs and doesn't account for specific job factors that can more accurately determine a job's value.

Q197. Which of the following is a key feature of the classification (grade-description) system in job evaluation?
a) New positions cannot be inserted easily
b) Jobs are compared with pre-standardized jobs and classified in a hierarchy
c) It works well for evaluating a few jobs
d) It assigns compensation based solely on job complexity

Answer: b) Jobs are compared with pre-standardized jobs and classified in a hierarchy
Explanation: The classification system compares jobs to pre-standardized jobs, organizing them into a hierarchy. It is flexible as new positions can be added to the hierarchy.

Q198. What does the factor comparison method involve in job evaluation?
a) Comparing jobs based on general terms without specific criteria
b) Evaluating jobs by compensable factors like responsibility, skill, and work environment
c) Fixing compensation based on job satisfaction
d) Ranking jobs based on hierarchy

Answer: b) Evaluating jobs by compensable factors like responsibility, skill, and work environment
Explanation: The factor comparison method evaluates jobs based on specific compensable factors such as responsibility, skill level, and work environment, assigning weightage to each.

Q199. What is a "compensable factor" in the factor comparison method?
a) A factor related to job satisfaction
b) A job-specific skill that is not compensated
c) A job factor like responsibility or skill, used to evaluate job worth
d) A factor related to personal traits of the employee

Answer: c) A job factor like responsibility or skill, used to evaluate job worth
Explanation: Compensable factors are specific criteria, such as technical skill or responsibility, that help determine the value of a job in the factor comparison method.

Q200. In the factor comparison method, what is a "benchmark job"?
a) A job with the highest pay in the organization
b) A job standardized with predetermined compensable factors used as a reference point
c) A job given to the most experienced employee
d) A job performed by the highest-ranking manager

Answer: b) A job standardized with predetermined compensable factors used as a reference point
Explanation: A benchmark job serves as a

reference point in the factor comparison method, standardized according to predetermined compensable factors.

Q201. How is the weightage of a compensable factor determined in the factor comparison method?
a) Based on job satisfaction surveys
b) Based on the job's relative importance to the organization, out of 100
c) Based on employee seniority
d) Based on the number of tasks involved in the job

Answer: b) Based on the job's relative importance to the organization, out of 100
Explanation: In the factor comparison method, each compensable factor is assigned a weightage, which reflects its importance in the organization, out of a total of 100.

Q202. What does the comparison of a job with a benchmark job determine in the factor comparison method?
a) The worker's performance appraisal
b) The relative position of the job and its monetary compensation
c) The skill level required for the job
d) The job's complexity and work environment

Answer: b) The relative position of the job and its monetary compensation
Explanation: The comparison of a job with a benchmark job in the factor comparison method helps determine its relative position in the organizational hierarchy and the corresponding compensation.

Q203. Which of the following is a key advantage of the factor comparison method?
a) It is a quick and simple method for job evaluation
b) It provides a detailed and systematic approach by evaluating jobs based on multiple compensable factors
c) It is flexible and allows easy changes to job classifications
d) It does not require specific job details

Answer: b) It provides a detailed and systematic approach by evaluating jobs based on multiple compensable factors
Explanation: The factor comparison method offers a more systematic and detailed job evaluation by considering multiple compensable factors, making it a comprehensive approach.

Q204. In the point system of job evaluation, how are jobs assessed?
a) By ranking jobs from highest to lowest
b) By identifying specific compensable factors and assigning points to each
c) By comparing jobs with pre-standardized classifications
d) By evaluating the job satisfaction of employees

Answer: b) By identifying specific compensable factors and assigning points to each
Explanation: In the point system, jobs are evaluated by assigning points to specific compensable factors based on their importance, which correlates to the job's compensation.

Q205. What is the purpose of subdividing factors in the point system?
a) To make the evaluation process quicker
b) To break down factors into finer levels for a more detailed assessment
c) To simplify the classification of jobs
d) To ensure the job's compensation is fixed

Answer: b) To break down factors into finer levels for a more detailed assessment
Explanation: Subdividing factors, such as skill, into sub-factors like education, experience, and adaptability, helps in making a more detailed and accurate assessment of the job's worth.

Q206. In the point system, how are degrees for sub-factors assigned?
a) Based on the level of job satisfaction
b) By correlating the degrees to the compensation

rate
c) By assigning points based on how well an employee performs
d) By ranking sub-factors from low to high

Answer: b) By correlating the degrees to the compensation rate
Explanation: Each degree of a sub-factor is assigned points, which are then used to determine the job's compensation rate.

Q207. What is a critical aspect of selecting job factors for the point system and compensable factors method?
a) The factor must be highly subjective
b) The factor must be easily measurable
c) The factor must be applicable to all positions but in varying degrees
d) The factor must focus only on job performance

Answer: c) The factor must be applicable to all positions but in varying degrees
Explanation: Job factors must be applicable to all positions, but the degree to which they apply can vary across different jobs.

Q208. Which of the following is NOT a characteristic required for a job factor in the point system?
a) It must indicate distinct and significant characteristics of work
b) It must be applicable to a specific subset of positions only
c) It must give rise to definable differences in level
d) It must be distinct from other job factors

Answer: b) It must be applicable to a specific subset of positions only
Explanation: Job factors must apply to all positions but in varying degrees, not just to a specific subset of positions.

Q209. What is the purpose of periodic review of job analysis and job evaluation?
a) To assess employee performance only
b) To adjust compensation rates annually
c) To address changing library conditions, organizational structures, and staff needs
d) To evaluate employee satisfaction

Answer: c) To address changing library conditions, organizational structures, and staff needs
Explanation: Periodic reviews of job analysis and evaluation are necessary to adapt to changing conditions in libraries and organizations, ensuring that job roles and compensation remain relevant.

Q210. Which of the following methods is used in determining the relative position of a managerial position?
a) Evaluation by comparison with existing positions for which standards have been set
b) Time-span of discretion method
c) Job satisfaction surveys
d) Job rotation analysis

Answer: a) Evaluation by comparison with existing positions for which standards have been set
Explanation: One method of determining a managerial position's relative position is to compare it with established positions for which standards have already been set.

Q211. What is the "time-span of discretion" method used for in determining a managerial position?
a) To determine how quickly decisions are made
b) To measure the length of time it takes to assess the correctness of a decision made by a manager
c) To evaluate employee job satisfaction
d) To analyze the level of communication required in a managerial role

Answer: b) To measure the length of time it takes to assess the correctness of a decision made by a manager
Explanation: The time-span of discretion method helps assess how long it takes to evaluate the

impact of a manager's decision, which varies based on the position's level in the hierarchy.

Q212. Which of the following attributes is important for a complete manager?
a) Technical skill only
b) Problem-solving skills and physical fitness
c) Human skills only
d) Physical fitness and conceptual skills only

Answer: b) Problem-solving skills and physical fitness
Explanation: A complete manager needs a mix of technical, human, and conceptual skills, along with problem-solving abilities and physical fitness to effectively perform their role.

Q213. As managers rise higher in the organizational hierarchy, which skills become more important?
a) Technical skills
b) Human, conceptual, and problem-solving skills
c) Physical fitness
d) Communication skills

Answer: b) Human, conceptual, and problem-solving skills
Explanation: As managers advance, the importance of human, conceptual, and problem-solving skills increases, while technical skills become less significant at higher levels.

Q214. Which personal characteristics are essential for effective managers?
a) Desire to manage, integrity, and the ability to communicate with empathy
b) High-level technical skills and the ability to make decisions
c) Strong focus on self-interest and personal gains
d) Physical strength and resilience

Answer: a) Desire to manage, integrity, and the ability to communicate with empathy
Explanation: Effective managers need to possess personal characteristics like a desire to manage, integrity, empathy, and strong communication abilities to lead effectively.

Q215. What is the primary difference between selection and placement?
a) Selection focuses on finding the right candidate, while placement focuses on creating a job for an individual.
b) Selection involves promoting employees from within, while placement focuses on hiring externally.
c) Selection involves choosing from within the organization, while placement focuses on hiring from outside the organization.
d) Selection refers to evaluating the candidate's skill, while placement is concerned with their future potential.

Answer: a) Selection focuses on finding the right candidate, while placement focuses on creating a job for an individual.
Explanation: Selection involves finding a candidate who fits the job requirements, while placement focuses on matching the individual's skills and limitations to an appropriate role.

Q216. What is the main advantage of promoting from within the organization?
a) It creates a fresh perspective in the team
b) It can help the organization avoid friction from external candidates
c) It reduces the time required for the new hire to adapt to the company culture
d) It limits the opportunities for non-employees to join the organization

Answer: c) It reduces the time required for the new hire to adapt to the company culture
Explanation: Promoting from within reduces the time for new hires to acclimatize to the organizational culture and allows the management to be familiar with the individual's strengths and limitations.

Q217. What is a disadvantage of promoting from within an organization?

a) It limits the pool of candidates and prevents fresh ideas from entering the organization
b) It causes excessive training costs
c) It increases the time needed for the employee to transition into their new role
d) It leads to more external competition for the position

Answer: a) It limits the pool of candidates and prevents fresh ideas from entering the organization
Explanation: When an organization promotes from within, it may limit the opportunities to bring in new talent with fresh perspectives and experiences.

Q218. Which of the following is NOT typically considered a criterion for selection?
a) Age
b) Personality
c) Personal views and values of the interview board
d) Job satisfaction of existing employees

Answer: d) Job satisfaction of existing employees
Explanation: While selection criteria include factors like age, personality, and the values of the interview board, job satisfaction of existing employees is not typically considered a selection criterion.

Q219. Which technique is commonly used in the selection process to evaluate a candidate's suitability for a position?
a) Interview
b) Testing
c) Assessment Centre approach
d) All of the above

Answer: d) All of the above
Explanation: Interviews, testing, and the assessment centre approach are all commonly used techniques in the selection process to assess a candidate's suitability for a position.

Q220. In an interview, what is the primary objective of the interview board?
a) To test the candidate's theoretical knowledge
b) To evaluate the candidate's qualities and suitability for the position
c) To ensure the candidate knows about the organization's history
d) To present the organization's benefits to the candidate

Answer: b) To evaluate the candidate's qualities and suitability for the position
Explanation: The primary goal of an interview is to assess the candidate's qualities, experience, and overall suitability for the position, without any bias or prejudice.

Q221. What is the role of the interview board during an interview?
a) To exhibit their superior knowledge of the subject
b) To make decisions without considering the candidate's qualifications
c) To consolidate assessments made by different members and select the most suitable candidate
d) To inform the candidate about organizational policies

Answer: c) To consolidate assessments made by different members and select the most suitable candidate
Explanation: The interview board's role is to evaluate and consolidate assessments from various members and select the candidate who best meets the position's requirements.

Q222. What is an assessment centre approach in the selection process?
a) A method where candidates are interviewed individually by the hiring manager
b) A method where candidates undergo a series of exercises to assess their skills
c) A method of testing only the candidates' theoretical knowledge
d) A process in which the interview panel evaluates the candidates based on their resumes

Answer: b) A method where candidates undergo a series of exercises to assess their skills
Explanation: In the assessment centre approach, candidates participate in various exercises like psychological tests, management games, and group discussions, which help assess their skills, abilities, and potential.

Q223. Which of the following is a key feature of the assessment centre approach?
a) Candidates are interviewed by senior managers only
b) Candidates are evaluated based on their academic qualifications alone
c) Candidates participate in management games and group discussions
d) Candidates only take written tests during the process

Answer: c) Candidates participate in management games and group discussions
Explanation: The assessment centre approach involves activities like management games, leaderless group discussions, and individual tasks, allowing a thorough evaluation of the candidates' abilities.

Q224. What is the primary objective of holding multiple interviews for senior positions?
a) To evaluate only the candidate's professional qualifications
b) To test the candidate's ability to make quick decisions
c) To screen the candidates and assess them at different stages
d) To determine the candidate's personal interests

Answer: c) To screen the candidates and assess them at different stages
Explanation: Multiple interviews are often used for senior positions to screen candidates at various stages and to assess them more thoroughly before making a final decision.

Q225. What is a major drawback of the interview method in the selection process?
a) It is time-consuming and expensive
b) It does not assess the personality of the candidate
c) The standard of assessment for all candidates is difficult to maintain
d) It is ineffective for evaluating managerial abilities

Answer: c) The standard of assessment for all candidates is difficult to maintain
Explanation: One of the key drawbacks of interviews is the challenge of maintaining a consistent assessment standard for all candidates, which can affect the fairness and accuracy of the selection process.

Q226. What is one advantage of using tests in the selection process?
a) They cost more than interviews
b) They can assess intelligence, proficiency, and personality
c) They require more time than interviews
d) They are not effective in evaluating managerial abilities

Answer: b) They can assess intelligence, proficiency, and personality
Explanation: Tests can be designed to assess a wide range of qualities, such as intelligence, vocational fitness, proficiency, and personality traits, helping to evaluate candidates more objectively.

Q227. Which of the following is a common disadvantage of using tests and assessment centres?
a) They focus too much on technical knowledge
b) They may overlook the technical and managerial abilities of candidates
c) They are costly and time-consuming
d) They are difficult to implement across all candidate groups

Answer: b) They may overlook the technical and managerial abilities of candidates
Explanation: Tests and assessment centres tend to

focus on personal traits and individual behavior, potentially neglecting the evaluation of technical skills and managerial capabilities.

Q228. What is an essential consideration when planning the selection process?
a) Using a single method for all candidates
b) Ensuring that recruitment costs are minimized
c) Planning carefully for all selection activities
d) Relying solely on technical assessments

Answer: c) Planning carefully for all selection activities
Explanation: Careful planning is required for all stages of the selection process to ensure the most suitable candidates are chosen and to maintain a consistent approach across the enterprise.

Q229. What is the significance of the first few days of a new entrant's employment?
a) It is when the employee decides on their compensation package
b) It is a crucial time for forming opinions about the job, environment, and career prospects
c) It is the period when the employee completes technical training
d) It is when the employee starts making decisions for the organization

Answer: b) It is a crucial time for forming opinions about the job, environment, and career prospects
Explanation: The first few days are crucial as the new employee evaluates the job, the environment, and their career prospects, which can influence their long-term commitment and performance.

Q230. What is the purpose of an orientation and socializing program for new employees?
a) To help new employees settle in and understand their roles
b) To assess the employee's technical skills
c) To evaluate the candidate's job satisfaction
d) To provide financial training

Answer: a) To help new employees settle in and understand their roles
Explanation: A well-designed orientation and socializing program helps new employees understand the organization's culture, their job roles, and expectations, improving their adaptation to the work environment.

Q231. What is the key feature of the appraisal by traits method?
a) Evaluating against measurable, specific goals
b) Assessing personal traits and work characteristics of the individual
c) Providing rewards based on performance metrics
d) Rating employees solely on their technical skills

Answer: b) Assessing personal traits and work characteristics of the individual
Explanation: Appraisal by traits involves listing personal traits and work characteristics, then rating the individual based on these traits such as professional ability, managerial ability, and personal qualities.

Q232. What is a common modification in the trait appraisal technique?
a) Only one assessing authority is involved
b) Appraisal is solely based on technical performance
c) Traits are grouped according to technical, professional, and managerial factors
d) The appraiser's subjective opinion is disregarded

Answer: c) Traits are grouped according to technical, professional, and managerial factors
Explanation: One modification in the trait appraisal technique is grouping traits according to technical, professional, and managerial factors to provide a more structured and comprehensive assessment.

Q233. Which of the following is a drawback of the trait appraisal method?
a) It focuses too much on measurable achievements
b) It does not account for the appraiser's subjective values
c) It is less time-consuming than other appraisal methods
d) It provides a universal standard for all positions

Answer: b) It does not account for the appraiser's subjective values
Explanation: Trait appraisal depends heavily on the appraiser's personal values, which can lead to inconsistencies and biases, making it less objective and universally applicable.

Q234. What is the potential issue with grading in the trait appraisal method?
a) It always overestimates the employee's capabilities
b) It may ignore the total period of review and be influenced by current circumstances
c) It solely focuses on technical skills
d) It fails to assess personality traits

Answer: b) It may ignore the total period of review and be influenced by current circumstances
Explanation: One major drawback is that the grading may be influenced by the situation at the time of appraisal, which can overlook the entire period of performance being reviewed.

Q235. What is the main focus of the "Appraisal of Managers as Managers" approach?
a) To assess a manager's overall performance in all areas
b) To evaluate a manager's abilities in managerial functions like planning, organizing, and controlling
c) To consider non-managerial tasks performed by the manager
d) To focus on technical skills and expertise

Answer: b) To evaluate a manager's abilities in managerial functions like planning, organizing, and controlling
Explanation: This approach specifically evaluates a manager's effectiveness in discharging managerial functions, excluding non-managerial activities.

Q236. Which of the following is a drawback of the "Appraisal of Managers as Managers" approach?
a) It focuses too much on managerial functions and ignores other aspects of the manager's role
b) It takes too little time for assessment
c) It does not consider the financial performance of the organization
d) It does not involve multiple levels of management in the appraisal process

Answer: a) It focuses too much on managerial functions and ignores other aspects of the manager's role
Explanation: One of the main criticisms of this approach is that it exclusively assesses managerial functions and overlooks other important activities and skills the manager may perform.

Q237. What is one improvement to the "Appraisal of Managers as Managers" approach?
a) Limiting the assessment to only the immediate superior of the manager
b) Using subjective evaluations from the appraiser
c) Open assessment in a session with the candidate, their immediate line authority, and the next higher manager
d) Ignoring the technical skills of the manager

Answer: c) Open assessment in a session with the candidate, their immediate line authority, and the next higher manager
Explanation: Open assessment involving both the candidate and relevant managers helps improve objectivity and ensure a more comprehensive evaluation.

Q238. What is the primary goal of organizational development (OD)?

a) To improve individual managerial skills
b) To increase employee productivity
c) To enhance organizational effectiveness and health through behavioral and cultural changes
d) To focus solely on improving technical skills

Answer: c) To enhance organizational effectiveness and health through behavioral and cultural changes
Explanation: OD focuses on improving the overall effectiveness of the organization by modifying individual and group behavior, organizational culture, and systems.

Q239. Which of the following is a key objective of manager development programs?
a) To focus only on the current job responsibilities
b) To prepare employees for present and future managerial roles
c) To enhance technical expertise without considering managerial functions
d) To provide opportunities for personal leisure and relaxation

Answer: b) To prepare employees for present and future managerial roles
Explanation: Manager development programs aim to prepare employees to handle their current roles and future managerial challenges by developing a broad set of skills.

Q240. Which of the following is NOT an example of a method used in manager development programs?
a) On-the-job training
b) Rotation of jobs
c) Coaching
d) Solely classroom-based learning without practical application

Answer: d) Solely classroom-based learning without practical application
Explanation: Manager development programs often use practical, hands-on methods such as job rotation, on-the-job training, and coaching, rather than relying solely on classroom-based learning.

Q241. What is the main difference between Manager Development and Organization Development (OD)?
a) Manager Development is focused on improving technical skills, while OD focuses on cultural aspects
b) Manager Development is focused on individuals, while OD is focused on the organization as a whole
c) Manager Development aims to increase financial profits, while OD focuses on employee satisfaction
d) Manager Development is primarily concerned with operational efficiency, while OD targets only leadership

Answer: b) Manager Development is focused on individuals, while OD is focused on the organization as a whole
Explanation: Manager Development is individual-centric, focusing on enhancing managerial capabilities, whereas OD addresses the overall improvement of the organization, including its culture and systems.

Q242. Which of the following is a technique commonly used in Organization Development (OD)?
a) Peer feedback
b) Survey and feedback studies of a system and its members
c) On-the-job training
d) Salary-based performance incentives

Answer: b) Survey and feedback studies of a system and its members
Explanation: Survey and feedback studies are common OD techniques that assess the system and its members, helping to identify areas of improvement in the organization.

Q243. What is the main objective of the job rotation method in manager development?
a) To provide employees with variety and

exposure to different roles
b) To focus on developing technical skills only
c) To assess employee performance in a single function
d) To give employees more leisure time

Answer: a) To provide employees with variety and exposure to different roles
Explanation: Job rotation exposes employees to various roles within the organization, broadening their experience and helping them prepare for managerial challenges in different areas.

Q244. What is the purpose of using outside training programs in manager development?
a) To reduce the cost of internal training
b) To expose employees to external best practices and specialized knowledge
c) To replace in-house training programs entirely
d) To limit the scope of training to the organization's current needs

Answer: b) To expose employees to external best practices and specialized knowledge
Explanation: External training programs, such as those provided by management schools or professional bodies, bring in fresh perspectives and specialized expertise that may not be available

Q245. Which of the following was the traditional view on leadership before psychological studies of leadership emerged?
a) Leaders are made, not born
b) Leadership qualities can be learned through experience
c) Leaders are born with inborn qualities of leadership
d) Leadership is purely a skill-based function

Answer: c) Leaders are born with inborn qualities of leadership
Explanation: The traditional view emphasized that leaders are born with innate qualities, rather than being made or developed through experience.

Q246. What is the purpose of critical control points in management?
a) To monitor continuous performance in all areas of work
b) To identify specific events or limits that serve as control indicators or danger signals
c) To define a manager's responsibilities
d) To measure the overall performance of employees

Answer: b) To identify specific events or limits that serve as control indicators or danger signals
Explanation: Critical control points are used to identify key events or limits that indicate potential issues, serving as warning signals in various operations.

Q247. Which of the following is an example of a non-budgetary control?
a) Financial statements
b) Budget reports
c) Statistical analysis and break-even point analysis
d) Profit and loss account

Answer: c) Statistical analysis and break-even point analysis
Explanation: Non-budgetary controls include methods like statistical analysis and break-even point analysis, which go beyond financial reports to manage operations effectively.

Q248. In the context of library management, what is the significance of the break-even point analysis?
a) It helps determine when an information service becomes self-supporting
b) It focuses only on the financial performance of the library
c) It is used to assess employee performance in the library
d) It is applied only in the procurement of publications

Answer: a) It helps determine when an information service becomes self-supporting
Explanation: The break-even point analysis helps assess the stage at which the cost of a library

service, such as SDI or translation, is balanced by the value of the service.

Q249. What distinguishes internal audits from statutory audits in organizations?
a) Internal audits are required by law, while statutory audits are not
b) Internal audits are conducted by external auditors, whereas statutory audits are conducted internally
c) Internal audits forewarn managers about potential danger areas, while statutory audits assess compliance with laws
d) Statutory audits are focused on assessing employee performance, while internal audits evaluate financial performance

Answer: c) Internal audits forewarn managers about potential danger areas, while statutory audits assess compliance with laws
Explanation: Internal audits help identify operational issues before they become critical, whereas statutory audits focus on ensuring compliance with legal and regulatory requirements.

Q250. Which of the following is NOT typically used as a control device in non-budgetary control systems?
a) Guidelines and policy statements
b) Break-even point analysis
c) Return on investment
d) Employee performance reviews

Answer: d) Employee performance reviews
Explanation: Employee performance reviews are not typically part of non-budgetary control systems, which focus more on operational analysis and financial metrics such as break-even analysis and policy guidelines.

Q251. What does the break-even point indicate in a library project?
a) The point at which the library reaches a profit
b) The stage at which the cost of a new service is fully covered by its value
c) The financial stage where a library starts receiving donations
d) The point where library staff reach their performance targets

Answer: b) The stage at which the cost of a new service is fully covered by its value
Explanation: The break-even point in library projects marks the point where the value of a new service matches its cost, making the service self-sustaining.

Q252. What is the main purpose of using a non-budgetary control system in management?
a) To monitor financial performance
b) To assess employee performance
c) To track factors that are not easily visible through budgetary control
d) To forecast future profits

Answer: c) To track factors that are not easily visible through budgetary control
Explanation: Non-budgetary controls are used to manage operations and performance aspects that cannot be captured by traditional financial budgets, such as policies, guidelines, and statistical analysis.

Q253. Which of the following control points helps in managing the time taken for publication processing in libraries?
a) Financial control points
b) Cost standards
c) Critical control points
d) Performance reviews

Answer: c) Critical control points
Explanation: Critical control points, like the time taken to process and make a publication available, serve as key indicators for managing specific aspects of operations in libraries.

Q254. Which country was the pioneer in adopting the quality movement after World War II?
a) United States

b) Japan
c) Germany
d) China

Answer: b) Japan
Explanation: Japan was the pioneer in adopting the quality movement, focusing on achieving quality in manufacturing and management after World War II.

Q255. Who were the three main contributors to the Total Quality Management (TQM) approach?
a) Feigenbaum, Ishikawa, Taguchi
b) W. Edwards Deming, Joseph M. Juran, Philip B. Crosby
c) Shigeo Shingo, W. A. Shewart, J. M. Juran
d) W. A. Shewart, Taguchi, Shigeo Shingo

Answer: b) W. Edwards Deming, Joseph M. Juran, Philip B. Crosby
Explanation: W. Edwards Deming, Joseph M. Juran, and Philip B. Crosby are recognized as the primary contributors to the Total Quality Management approach.

Q256. What tool did W. Edwards Deming develop to measure the causes of variability in a system?
a) Statistical Process Control (SPC) chart
b) Control chart
c) Break-even analysis
d) Pareto chart

Answer: a) Statistical Process Control (SPC) chart
Explanation: W. Edwards Deming developed the Statistical Process Control (SPC) chart to measure the causes of variability in a system.

Q257. What does the PDCA cycle, formulated by W. Edwards Deming, stand for?
a) Plan, Do, Correct, Assess
b) Plan, Do, Check, Act
c) Process, Define, Control, Apply
d) Prepare, Do, Check, Apply

Answer: b) Plan, Do, Check, Act
Explanation: The PDCA cycle stands for Plan, Do, Check, and Act, and is a systematic approach to problem-solving and continuous improvement in quality management.

Q258. According to W. Edwards Deming, which of the following is crucial for quality management in an organization?
a) Only focusing on product improvement
b) Management's involvement in quality initiatives
c) External consultants handling quality issues
d) Setting numerical quotas for employees

Answer: b) Management's involvement in quality initiatives
Explanation: Deming emphasized the need for management to be deeply involved in the organization's quality initiatives, as neglecting any element of the PDCA cycle can lead to problems.

Q259. Which of the following is NOT one of Deming's 14 points for quality management?
a) Provide leadership rather than supervision
b) Adopt a new philosophy of doing business
c) End awarding business on price alone
d) Set rigid work standards for employees

Answer: d) Set rigid work standards for employees
Explanation: Deming's 14 points for quality management advise against setting rigid work standards or numerical quotas, advocating instead for continuous improvement through statistical methods and leadership.

Q260. According to Deming's 14 points, what should be done to help employees perform better?
a) Provide them with strict supervision
b) Offer leadership instead of just supervision

c) Give them numerical targets
d) Focus solely on inspection

Answer: b) Offer leadership instead of just supervision
Explanation: Deming suggested providing leadership to help employees perform better rather than relying on supervision, fostering a supportive environment for improvement.

Q261. What is the focus of Deming's 14 points on 'breaking down barriers between departments'?
a) Encouraging competition among departments
b) Promoting communication and cooperation among departments
c) Increasing departmental autonomy
d) Implementing budgetary controls between departments

Answer: b) Promoting communication and cooperation among departments
Explanation: Deming emphasized breaking down barriers between departments to encourage communication and cooperation, leading to better quality management.

Q262. In Deming's 14 points, what does he recommend for achieving continuous improvement?
a) Management by objectives and numerical quotas
b) Statistical methods and leadership
c) Strict adherence to work standards
d) Using external audits

Answer: b) Statistical methods and leadership
Explanation: Deming advocated using statistical methods and leadership rather than numerical quotas or management by objectives to achieve continuous improvement.

Q263. Which of the following is a key element in Deming's 14 points that applies to libraries and information centers?
a) Focus solely on cost-cutting measures
b) Create constancy of purpose and strive for continuous improvement
c) Rely on external consultants for problem-solving
d) Prioritize management by objectives and numerical targets

Answer: b) Create constancy of purpose and strive for continuous improvement
Explanation: Creating constancy of purpose and striving for continuous improvement are key elements in Deming's 14 points, which are applicable in libraries and information centers to maintain high-quality services.

Q264. According to Joseph M. Juran, what does "Quality" mean?
a) Excellence in design
b) Conformance to requirement
c) Elegance in performance
d) Customer satisfaction

Answer: b) Conformance to requirement
Explanation: Juran defined quality as "fitness for use," which emphasizes conformance to requirements rather than elegance or perfection in performance.

Q265. What is the core idea of Juran's Trilogy?
a) Quality improvement, cost-cutting, and customer satisfaction
b) Quality planning, quality control, and quality improvement
c) Total quality management, teamwork, and training
d) Planning, organizing, and controlling

Answer: b) Quality planning, quality control, and quality improvement
Explanation: Juran's Trilogy consists of three key managerial processes: quality planning, quality control, and quality improvement, which work together to achieve quality.

Q266. Who was a contemporary of W. Edwards Deming and also worked extensively in Japan

on quality management?
a) Philip B. Crosby
b) Feigenbaum
c) Joseph M. Juran
d) Shigeo Shingo

Answer: c) Joseph M. Juran
Explanation: Joseph M. Juran was a contemporary of Deming and worked in Japan, contributing significantly to the development of quality management concepts.

Q267. According to Joseph M. Juran, which of the following is crucial for achieving quality?
a) Strict adherence to numerical targets
b) Focus on technology and machinery
c) Management, communication, and human resources
d) Focus solely on product design

Answer: c) Management, communication, and human resources
Explanation: Juran emphasized the role of management, communication, and human resources as essential factors in achieving quality.

Q268. Which of the following is NOT part of Crosby's Five Absolutes of Quality Management?
a) Quality means conformance to requirement
b) Quality problems are often inevitable
c) It is always cheaper to do things right the first time
d) The only performance standard is zero defects

Answer: b) Quality problems are often inevitable
Explanation: Crosby stated that there are no quality problems and emphasized prevention and conformance to requirements as key principles.

Q269. What is the primary focus of Philip B. Crosby's quality philosophy?
a) Continuous improvement and cost reduction
b) Prevention and zero defects
c) Design and innovation
d) Competitive advantage and market share

Answer: b) Prevention and zero defects
Explanation: Crosby emphasized prevention of defects and established "zero defects" as the only acceptable performance standard.

Q270. Which of the following is a tool provided by Philip B. Crosby for implementing quality programs?
a) Fishbone diagram
b) Quality maturity grid
c) Statistical Process Control chart
d) Pareto chart

Answer: b) Quality maturity grid
Explanation: Crosby provided several tools for implementing quality programs, including the "Quality maturity grid," "Make Certain Program," and "Quality Vaccine."

Q271. Which of the following is NOT one of Crosby's 14 Steps to Quality?
a) Form Quality Improvement Team
b) Zero Defect Day
c) Management Commitment
d) Set Numerical Targets for Employees

Answer: d) Set Numerical Targets for Employees
Explanation: Crosby did not emphasize setting numerical targets for employees but rather focused on quality improvement through management commitment and prevention programs.

Q272. What does Crosby's concept of "Zero Defects" mean?
a) The perfect product with no imperfections
b) The elimination of all customer complaints
c) No mistakes or defects allowed in the process
d) Setting maximum acceptable levels of defects

Answer: c) No mistakes or defects allowed in the process
Explanation: Crosby's "Zero Defects"

philosophy stresses that no mistakes or defects should be tolerated in the production or service process, aiming for perfection in quality.

Q273. In Crosby's 14 steps, which is the first step for implementing quality programs?
a) Form Quality Improvement Team
b) Establish the infrastructure
c) Management Commitment
d) Quality Awareness

Answer: c) Management Commitment
Explanation: The first step in Crosby's 14 steps is "Management Commitment," which ensures that the leadership is dedicated to driving quality improvement throughout the organization.

Q274. What is the main contribution of Armand V. Feigenbaum to quality management?
a) The concept of Zero Defects
b) Total Quality Control (TQC)
c) Statistical Process Control (SPC)
d) The PDCA cycle

Answer: b) Total Quality Control (TQC)
Explanation: Feigenbaum introduced the concept of Total Quality Control, which later evolved into Total Quality Management (TQM). He emphasized a company-wide approach to quality.

Q275. According to Feigenbaum, which of the following is NOT one of the four steps in quality control?
a) Setting quality standards
b) Appraising conformance to the standards
c) Establishing management by objectives
d) Acting when there are deviations and standards are not met

Answer: c) Establishing management by objectives
Explanation: Feigenbaum outlined four steps in quality control: setting standards, appraising conformance, acting on deviations, and planning for continuous improvement, but management by objectives is not one of these steps.

Q276. According to Feigenbaum, which of the following is a key benchmark for Total Quality Control?
a) Quality is a company-wide process
b) Quality is only the responsibility of management
c) Quality is not related to costs
d) Quality improvement happens only through technology

Answer: a) Quality is a company-wide process
Explanation: Feigenbaum emphasized that quality must be a company-wide process involving all levels of the organization, not just a responsibility of certain departments.

Q277. Which of the following is part of Feigenbaum's concept of Total Quality Control?
a) Quality is based only on customer satisfaction
b) Quality is an ethic
c) Quality is a cost-free initiative
d) Quality can only be measured through defects

Answer: b) Quality is an ethic
Explanation: Feigenbaum viewed quality as an ethic, meaning it is a fundamental principle that drives the culture and operations of an organization.

Q278. What is the focus of Kaoru Ishikawa's quality management approach?
a) Statistical Process Control
b) Quality Control Circles (QCCs) and company-wide cooperation
c) Zero Defects philosophy
d) Statistical data analysis only

Answer: b) Quality Control Circles (QCCs) and company-wide cooperation
Explanation: Ishikawa stressed the importance of Quality Control Circles (QCCs), where people from all levels participate in problem-solving and continuous improvement.

Q279. Which of the following statistical tools was suggested by Kaoru Ishikawa for quality control purposes?
a) Gantt chart
b) Fishbone diagram (Cause and effect diagram)
c) SWOT analysis
d) Decision tree

Answer: b) Fishbone diagram (Cause and effect diagram)
Explanation: Ishikawa is well known for the development of the Fishbone diagram, which helps identify potential causes of problems or defects in a process.

Q280. Kaoru Ishikawa's seven tools for quality control include all of the following except:
a) Histograms
b) Scatter diagrams
c) Pareto diagrams
d) Fishbone diagrams
e) SWOT analysis

Answer: e) SWOT analysis
Explanation: The seven tools for quality control suggested by Ishikawa are histograms, cause and effect diagrams, check sheets, Pareto diagrams, control charts, scatter diagrams, and flow charts—not SWOT analysis.

Q281. Which of the following best describes the role of Quality Control Circles (QCCs) in Kaoru Ishikawa's approach?
a) They focus on top-down management decision making
b) They involve employees in problem-solving and quality improvement processes
c) They are used solely for statistical data collection
d) They are designed only for senior management

Answer: b) They involve employees in problem-solving and quality improvement processes
Explanation: Ishikawa's concept of Quality Control Circles (QCCs) involves employees at all levels participating in identifying and solving quality-related issues.

Q282. Which quality control concept is Kaoru Ishikawa known for promoting?
a) Statistical Process Control (SPC)
b) Zero Defects philosophy
c) Quality Control Circles (QCCs)
d) Total Quality Control (TQC)

Answer: c) Quality Control Circles (QCCs)
Explanation: Kaoru Ishikawa emphasized the importance of involving employees in problem-solving processes through Quality Control Circles (QCCs), a method that engages people at all levels to improve quality.

Q283. Kaoru Ishikawa suggested seven statistical tools for quality control. Which of the following is NOT one of them?
a) Histograms
b) Fishbone diagram
c) Pareto diagrams
d) Gantt charts

Answer: d) Gantt charts
Explanation: The seven tools suggested by Ishikawa for quality control are histograms, cause and effect diagrams (fishbone), check sheets, Pareto diagrams, control charts, scatter diagrams, and flow charts—not Gantt charts.

Q284. What does Kaoru Ishikawa's Fishbone diagram (Cause and Effect diagram) primarily help with?
a) Identifying customer satisfaction levels
b) Identifying the root causes of problems
c) Analyzing process flow
d) Measuring product performance

Answer: b) Identifying the root causes of problems
Explanation: The Fishbone diagram helps in identifying the root causes of problems by categorizing potential causes in a visual format.

Q285. Which of the following best describes Shigeo Shingo's concept of "Poka-Yoke"?
a) Prevention of defects through statistical analysis
b) Identifying defects at the final stage of production
c) Identifying and preventing errors at the initial stage of production
d) Continuous improvement through feedback loops

Answer: c) Identifying and preventing errors at the initial stage of production
Explanation: Shigeo Shingo introduced "Poka-Yoke," which means "defect = 0." This concept involves identifying and preventing errors at the earliest stages of production to ensure zero defects.

Q286. What is the main focus of Shigeo Shingo's approach to quality management?
a) Maximizing productivity
b) Eliminating defects through error-proofing mechanisms
c) Ensuring uniformity in product design
d) Creating a quality-focused organizational culture

Answer: b) Eliminating defects through error-proofing mechanisms
Explanation: Shigeo Shingo's approach focuses on eliminating defects by identifying error sources early and preventing them through systems like Poka-Yoke.

Q287. Which of the following was one of Genichi Taguchi's major contributions to quality improvement?
a) The concept of Zero Defects
b) The Loss Function
c) Statistical Process Control (SPC)
d) The concept of Quality Control Circles (QCCs)

Answer: b) The Loss Function
Explanation: Genichi Taguchi developed the Loss Function, which quantifies the decline in customer satisfaction as product quality decreases, linking quality directly to cost.

Q288. Genichi Taguchi introduced Orthogonal Arrays and Linear Graphs for what purpose?
a) To calculate product defects
b) To isolate external factors that affect product quality
c) To perform market analysis
d) To create a standardized method for product testing

Answer: b) To isolate external factors that affect product quality
Explanation: Taguchi's use of Orthogonal Arrays and Linear Graphs was designed to efficiently isolate external factors (or "noise") that impact product quality.

Q289. What does Taguchi's concept of "Robustness" refer to in quality management?
a) The ability of a product to be produced at the lowest cost
b) The ability of a process to work regardless of external influences
c) The use of statistical methods to detect defects
d) The strength of the product design

Answer: b) The ability of a process to work regardless of external influences
Explanation: Taguchi's concept of robustness focuses on making products or processes that can perform consistently well despite uncontrollable external factors.

Q290. What is the main purpose of a Quality Circle in Total Quality Management (TQM)?
a) To conduct individual problem-solving
b) To engage staff in group participation for problem-solving
c) To replace traditional management structures
d) To manage customer complaints

Answer: b) To engage staff in group participation for problem-solving
Explanation: Quality Circles are small groups of employees who meet regularly to identify,

analyze, and solve problems related to their work, thus promoting group participation in achieving organizational goals.

Q291. Which of the following is NOT a key characteristic of a Quality Circle?
a) Group members must have similar educational backgrounds
b) A circle typically has between three to twelve people
c) The circle is led by an external consultant
d) Members meet voluntarily and regularly

Answer: c) The circle is led by an external consultant
Explanation: A Quality Circle is typically led by a supervisor from the same work area, not an external consultant.

Q292. How long do members of a Quality Circle typically meet for each session?
a) 30 minutes
b) 1 hour
c) 2 hours
d) 4 hours

Answer: b) 1 hour
Explanation: Quality Circles typically meet for about one hour per week during paid time.

Q293. Which of the following is an essential feature of a Quality Circle?
a) The circle operates without leadership
b) The group is a small team from the same work area
c) The group is formed based on seniority
d) The group is made up of employees from different departments

Answer: b) The group is a small team from the same work area
Explanation: A Quality Circle is typically composed of employees from the same work area to ensure homogeneity in their work experiences.

Q294. Why is the size of a Quality Circle typically limited to between three and twelve people?
a) To avoid bureaucracy and ensure everyone's participation
b) To keep it manageable for the supervisor
c) To focus only on senior employees
d) To limit the amount of work assigned

Answer: a) To avoid bureaucracy and ensure everyone's participation
Explanation: The small size of a Quality Circle ensures that every member can actively participate and share their ideas without the group becoming too large or bureaucratic.

Q295. What does the voluntary nature of Quality Circle meetings imply?
a) Employees are required to attend
b) Participation is mandatory for performance reviews
c) Employees can freely join and leave without pressure
d) Only management can leave the group

Answer: c) Employees can freely join and leave without pressure
Explanation: The voluntary nature of Quality Circle meetings means that employees can choose to participate or leave without any pressure or negative consequences.

Q296. What is a potential exception to the requirement that members of a Quality Circle should have similar work backgrounds?
a) When a consultant is needed for general advice
b) When specialized knowledge is required for a specific project
c) When the team needs to meet off-site
d) When the Circle meets for social purposes

Answer: b) When specialized knowledge is required for a specific project
Explanation: In exceptional cases, specialists may be invited to provide expertise for specific

projects, even if they do not share the same work background as the rest of the circle.

Q297. What is the role of the supervisor in a Quality Circle?
a) To make decisions for the group
b) To lead and guide the group in problem-solving
c) To attend meetings as an observer
d) To ensure no one leaves the group

Answer: b) To lead and guide the group in problem-solving
Explanation: The supervisor typically leads the Quality Circle, guiding the members in identifying and solving problems while encouraging their active participation.

Q298. What is the main purpose of benchmarking in Total Quality Management (TQM)?
a) To copy the competitors' practices
b) To understand and implement the best practices and processes in the industry
c) To create new products based on customer requirements
d) To eliminate customer feedback in decision-making

Answer: b) To understand and implement the best practices and processes in the industry
Explanation: Benchmarking aims to understand the best practices and processes used by competitors or industry leaders and implement them to improve the organization's performance.

Q299. Which of the following is NOT a step involved in benchmarking according to TQM?
a) Understand customer perspectives and rate products
b) Set standards based on market leaders' practices
c) Gather data on competitors and avoid comparing processes
d) Implement changes based on the comparison data

Answer: c) Gather data on competitors and avoid comparing processes
Explanation: In benchmarking, comparing processes is essential. The goal is to identify the best practices and adapt them, not to avoid comparison.

Q300. What is the first step in benchmarking processes?
a) Collect data
b) Identify characteristics to benchmark
c) Implement changes based on comparisons
d) Share information with partners

Answer: b) Identify characteristics to benchmark
Explanation: The first step in benchmarking is identifying which characteristics, such as reliability or accuracy, need to be benchmarked to improve quality.

Q301. Which of the following tools is used to collect data for quality control purposes in TQM?
a) Histogram
b) Pareto chart
c) Check sheets
d) Fishbone diagram

Answer: c) Check sheets
Explanation: Check sheets are used to collect data, providing a simple and efficient way to record information about problems and occurrences in a process.

Q302. What does a Pareto chart help to identify in Total Quality Management?
a) The root causes of problems
b) The relationship between two variables
c) The most common causes of a problem
d) The workflow in the organization

Answer: c) The most common causes of a problem
Explanation: A Pareto chart is used to identify

the main causes of problems, highlighting the most frequent or impactful issues.

Q303. What does a scatter diagram represent in quality control?
a) The root causes of a problem
b) Graphically represented data in columns
c) The relationship between two variables
d) The flow of processes in an organization

Answer: c) The relationship between two variables
Explanation: A scatter diagram is used to show the relationship between two variables, helping to identify trends or correlations.

Q304. What is the purpose of a control chart in quality management?
a) To compare data with competitors
b) To find out if a process is under control or not
c) To display the relationship between two variables
d) To represent workflow graphically

Answer: b) To find out if a process is under control or not
Explanation: A control chart helps determine whether a process is stable and under control, or if variations are occurring beyond acceptable limits.

Q305. Which tool in TQM is used to represent different processes and workflows in an organization?
a) Histogram
b) Flow chart
c) Scatter diagram
d) Fishbone diagram

Answer: b) Flow chart
Explanation: A flow chart is used to graphically represent different processes and workflows within an organization, without relying on data.

Q306. What does the fishbone diagram (Cause and Effect Diagram) help identify in TQM?
a) The relationship between variables
b) The most common causes of a problem
c) The root causes of a problem and their effects
d) The process flow in an organization

Answer: c) The root causes of a problem and their effects
Explanation: A fishbone diagram is used to identify the root causes of problems and analyze how these causes affect the process or product.

Q307. What does the ISO 9000 series provide for organizations?
a) Technical specifications for products
b) A framework, methods, and structure for adopting quality systems
c) Specific goals and objectives for achieving quality
d) Guidelines only for manufacturing units

Answer: b) A framework, methods, and structure for adopting quality systems
Explanation: The ISO 9000 series offers a framework and methods to help organizations adopt quality management systems but does not set specific goals or objectives.

Q308. Which ISO 9000 standard specifies requirements for quality assurance in design, development, production, installation, and servicing?
a) ISO 9002
b) ISO 9001
c) ISO 9004
d) ISO 9003

Answer: b) ISO 9001
Explanation: ISO 9001 provides a model for quality assurance in design, development, production, installation, and servicing.

Q309. Which of the following is NOT one of the documentation requirements for ISO 9000 registration?
a) Quality Manual

b) Procedure Manual
c) Work Instruction
d) Employee Training Manual

Answer: d) Employee Training Manual
Explanation: The three required documentation sets for ISO 9000 registration are the Quality Manual, Procedure Manual, and Work Instruction. An Employee Training Manual is not specifically required.

Q310. What is the main emphasis of the ISO 9000 series?
a) To assure that a company's products remain consistent over time
b) To set product specifications for every industry
c) To provide technical training for employees
d) To define specific goals for achieving quality

Answer: a) To assure that a company's products remain consistent over time
Explanation: The main emphasis of ISO 9000 is to ensure that products remain consistent over time, even if employees change, through proper documentation and quality systems.

Q311. Which of the following is NOT true regarding the ISO 9000 series?
a) It provides guidelines for quality management and systems elements
b) It is only useful for manufacturing organizations
c) It does not lay down specific goals but offers a framework for quality systems
d) Registration is based on documentation and compliance with the system

Answer: b) It is only useful for manufacturing organizations
Explanation: While the ISO 9000 series was originally developed with manufacturing in mind, it is applicable to any type of organization, not just manufacturing.

Q312. What does the Procedure Manual in the ISO 9000 documentation show?
a) A description of the organization's goals and objectives
b) Flow charts indicating different procedures in the organization
c) Detailed instructions for specific tasks
d) A list of employees and their responsibilities

Answer: b) Flow charts indicating different procedures in the organization
Explanation: The Procedure Manual provides flow charts that illustrate the various procedures followed within the organization.

Q313. Which ISO 9000 standard is intended for quality assurance in final inspection and testing?
a) ISO 9001
b) ISO 9002
c) ISO 9003
d) ISO 9004

Answer: c) ISO 9003
Explanation: ISO 9003 specifies the model for quality assurance in final inspection and testing.

Q314. What is the primary purpose of the Work Instruction in ISO 9000 documentation?
a) To outline the quality policy and objectives
b) To provide detailed instructions for specific tasks carried out every day
c) To show the organizational structure of the company
d) To list all the required qualifications for employees

Answer: b) To provide detailed instructions for specific tasks carried out every day
Explanation: The Work Instruction provides detailed, step-by-step instructions for the daily tasks performed within the organization.

Q315. For registration to ISO 9000, what is the basis for the assessment of a company?

a) Product quality and specifications
b) The company's adherence to industry regulations
c) Documentation of processes and compliance with them
d) The number of employees in the organization

Answer: c) Documentation of processes and compliance with them
Explanation: ISO 9000 registration is process-based and assesses a company's documentation of its processes and how well they comply with the documented standards.

Q316. Why could the implementation of ISO 9000 be helpful in libraries and information centers?
a) To ensure financial profitability
b) To provide quality services to users and improve operations
c) To streamline the acquisition of physical assets
d) To comply with international trade regulations

Answer: b) To provide quality services to users and improve operations
Explanation: Implementing ISO 9000 in libraries helps in improving service quality and user satisfaction, which are critical in library and information center activities.

Q317. What is a challenge when implementing ISO 9000 in libraries and information centers?
a) Finding a third-party audit service
b) Adhering to the documentation requirements
c) Ensuring compliance with manufacturing standards
d) Developing technical specifications for books and journals

Answer: b) Adhering to the documentation requirements
Explanation: One of the challenges in implementing ISO 9000 in libraries is meeting the documentation requirements, which may require new efforts and systems.

Q318. How does Total Quality Management (TQM) apply to libraries and information centers?
a) It focuses on short-term goals to improve user services
b) It provides a system of continuous improvement centered on customer needs
c) It is a technique to reduce the number of users
d) It focuses on product development for libraries

Answer: b) It provides a system of continuous improvement centered on customer needs
Explanation: TQM focuses on continuous improvement and is centered around customer (user) needs, which is applicable to libraries that aim to enhance service quality.

Q319. What is the primary focus of user service in libraries implementing TQM?
a) To increase the number of library staff
b) To ensure user satisfaction by meeting or exceeding their needs
c) To improve the internal processes of the library
d) To ensure that users only get basic library services

Answer: b) To ensure user satisfaction by meeting or exceeding their needs
Explanation: The primary focus in TQM for libraries is user satisfaction, ensuring that library services meet or exceed user expectations.

Q320. What does a long-term commitment to TQM in libraries involve?
a) Achieving short-term goals quickly
b) Gradual improvements based on user requirements
c) Relying on new technology trends
d) Focusing on increasing the budget for services

Answer: b) Gradual improvements based on user requirements
Explanation: TQM requires a long-term commitment to continuous improvement, focusing on user needs and not just on short-term fixes or trends.

Q321. What is the role of data in decision-making under TQM for libraries?
a) Decisions should be based on intuition and past experiences
b) Decisions should be made based on relevant data and management information systems
c) Data is only required for budgeting purposes
d) Decisions should be influenced by external trends and competition

Answer: b) Decisions should be made based on relevant data and management information systems
Explanation: TQM emphasizes decision-making based on relevant data, which helps to make informed decisions for continuous improvement.

Q322. What is the purpose of forming quality teams or quality circles in TQM for libraries?
a) To oversee the financial health of the library
b) To review policies unrelated to library operations
c) To identify and solve problems related to library processes and services
d) To recruit new library staff

Answer: c) To identify and solve problems related to library processes and services
Explanation: Quality teams or quality circles are formed to address problems in library processes and suggest improvements, contributing to overall quality.

Q323. What does the change in process mean in the context of TQM in libraries?
a) Limiting the number of services offered to users
b) Keeping the library's operations the same
c) Thoroughly analyzing and improving library processes for better quality
d) Adding more physical books to the collection

Answer: c) Thoroughly analyzing and improving library processes for better quality
Explanation: TQM emphasizes analyzing and changing library processes to improve quality and achieve better user satisfaction.

Q324. How can empowering employees contribute to quality management in libraries?
a) Employees become more involved and committed to the organization's quality goals
b) Employees can focus only on their assigned tasks
c) It helps in reducing the library's expenses
d) Employees can reduce the number of users in the library

Answer: a) Employees become more involved and committed to the organization's quality goals
Explanation: Empowering employees to suggest solutions to problems makes them more involved and committed to achieving the library's quality goals.

Q325. What is the focus of Barrett's book *Fast Focus on TQM: A Concise Guide to Companywide Learning* (1994)?
a) Improving the physical infrastructure of libraries
b) A guide to implementing companywide learning in the context of Total Quality Management
c) Addressing financial management in libraries
d) Managing library staff performance

Answer: b) A guide to implementing companywide learning in the context of Total Quality Management
Explanation: Barrett's book focuses on implementing companywide learning, an important aspect of Total Quality Management (TQM).

Q326. In which publication did David Bawden discuss the concept of "User-oriented Evaluation of Information Systems and Services"?
a) *Quality Management for Information and Library Managers*
b) *User-oriented Evaluation of Information*

Systems and Services
c) *Total Quality Management in Information Services*
d) *Running Things: The Art of Making Things Happen*

Answer: b) *User-oriented Evaluation of Information Systems and Services*
Explanation: David Bawden's 1990 publication focuses on evaluating information systems and services with a user-centered approach.

Q327. What is the title of Philip B. Crosby's book published in 1979?
a) *Quality is Free: The Art of Making Quality Certain*
b) *Total Quality Management in Information Services*
c) *Quality Management in Libraries*
d) *The Management and Control of Quality*

Answer: a) *Quality is Free: The Art of Making Quality Certain*
Explanation: In his 1979 book, Crosby emphasizes that quality can be achieved without additional cost, challenging the traditional perception of quality management.

Q328. What aspect of Total Quality Management (TQM) is emphasized in the work of Juran, J. M., specifically in *Juran on Leadership for Quality*?
a) The necessity of eliminating management positions in libraries
b) The importance of leadership in fostering quality improvement
c) Reducing the budget for library resources
d) The focus on short-term improvements

Answer: b) The importance of leadership in fostering quality improvement
Explanation: Juran's work highlights the role of leadership in guiding organizations, including libraries, through the process of continuous quality improvement.

Q329. In the 1990 book *In Pursuit of Quality* by David Hutchins, what is the main focus?
a) Cost reduction strategies in libraries
b) Participative techniques for quality improvement
c) Introducing new library technologies
d) Reducing user demands in libraries

Answer: b) Participative techniques for quality improvement
Explanation: Hutchins' book discusses participative techniques that can be used for improving quality within organizations, including libraries.

Q330. What does Kaoru Ishikawa's *Guide to Quality Control* (1982) primarily focus on?
a) Developing new technologies for libraries
b) The implementation of quality control processes
c) The financial aspects of library operations
d) Marketing libraries to external stakeholders

Answer: b) The implementation of quality control processes
Explanation: Ishikawa's guide is a foundational work on quality control, offering tools and techniques for managing quality in organizational processes.

Q331. In which journal did Carl Gustav Johannsen discuss "Strategic Issues in Quality Management" in 1996?
a) *Journal of Library Management*
b) *Journal of Information Science*
c) *Journal of Academic Librarianship*
d) *Information Technology and Libraries*

Answer: b) *Journal of Information Science*
Explanation: Johannsen's article on strategic quality management was published in the *Journal of Information Science*, exploring theoretical considerations.

Q332. What key concept does the 1993 work *Integrating Total Quality Management in a Library Setting* by Susan Jurrow and Susan B. Barnard emphasize?
a) Reducing library budgets through automation
b) Integrating TQM principles to improve library operations
c) Eliminating library staff to streamline services
d) Outsourcing library management to private firms

Answer: b) Integrating TQM principles to improve library operations
Explanation: This work focuses on integrating TQM principles in a library setting to enhance service quality and improve operational efficiency.

Q333. What is the main subject of the book *Small Business Success through TQM* by Terry Ehresman (1995)?
a) Improving library acquisitions
b) Practical methods for improving organizational performance through TQM
c) Financial management for library operations
d) Managing physical library spaces

Answer: b) Practical methods for improving organizational performance through TQM
Explanation: Ehresman's book provides practical insights into applying TQM to improve overall organizational performance, which can also benefit libraries.

Q334. Which of the following books addresses the application of TQM principles to library reorganization?
a) *Quality is Free: The Art of Making Quality Certain*
b) *Turning the Library Upside Down: Reorganisation using Total Quality Management Principles*
c) *Total Quality Management in Information Services*
d) *The Management and Control of Quality*

Answer: b) *Turning the Library Upside Down: Reorganisation using Total Quality Management Principles*
Explanation: This work by Donna K. Fitch, Jean Thompson, and Elizabeth Crabtree discusses reorganizing libraries using TQM principles to improve efficiency and service quality.

Unit 4

Change Management

Q335. According to Carson (1998), what does "organisational change" refer to?
a) A sudden shift in leadership
b) Any alteration of activities in an organisation, including changes in structure, tasks, or attitudes
c) A change in technology only
d) A change that occurs due to market competition

Answer: b) Any alteration of activities in an organisation, including changes in structure, tasks, or attitudes
Explanation: Carson defines organisational change as any alteration in activities, which may involve changes in structure, tasks, or attitudes within the organization.

Q336. Which type of change, according to Carson (1998), involves reimplementation of a change in the same organisational unit and is not considered threatening?
a) Radical change
b) Innovative change
c) Adaptive change
d) Planned change

Answer: c) Adaptive change
Explanation: Adaptive change involves reimplementation of a change within the same unit and is considered non-threatening in nature.

Q337. What type of organisational change is described as unfamiliar and creates uncertainty and fear?

a) Adaptive change
b) Planned change
c) Innovative change
d) Reactive change

Answer: c) Innovative change
Explanation: Innovative change is new and unfamiliar, which leads to uncertainty and fear within the organisation.

Q338. According to Carson (1998), what is the most intimidating and resisted type of change in an organisation?
a) Planned change
b) Radical change
c) Reactive change
d) Adaptive change

Answer: b) Radical change
Explanation: Radical change is the most intimidating and resisted type of change, requiring a long-term strategy for implementation.

Q339. What is the characteristic of reactive change?
a) It is always planned and systematic.
b) It is brought about by a sudden or unplanned event.
c) It is a result of strategic decisions made by the leadership.
d) It focuses solely on technological changes.

Answer: b) It is brought about by a sudden or unplanned event.
Explanation: Reactive change occurs in response to unexpected or sudden events that require an immediate response.

Q340. Which type of change involves a deliberate, systematic approach in altering the functioning of part or all of an organisation?
a) Reactive change
b) Innovative change
c) Planned change
d) Adaptive change

Answer: c) Planned change
Explanation: Planned change is a deliberate, systematic approach to altering processes, people, or technology within an organisation. It can be carried out by a team or the entire organisation.

Q341. According to Carson (1998), which of the following is true about radical change?
a) It is familiar and creates minimal fear.
b) It is always planned and leads to quick results.
c) It is the most resisted type of change and requires long-term planning.
d) It is a simple adjustment to existing processes.

Answer: c) It is the most resisted type of change and requires long-term planning.
Explanation: Radical change is highly resisted in organisations and requires a comprehensive, long-term strategy for successful implementation.

Q342. In Carson's categorization, which type of change focuses on systematic, deliberate improvements in processes, people, or technology?
a) Reactive change
b) Planned change
c) Adaptive change
d) Radical change

Answer: b) Planned change
Explanation: Planned change involves a deliberate approach to systematically improve various aspects of an organisation, such as processes, people, or technology.

Q343. Who is credited with creating a three-stage model of change that has greatly influenced organizational change theory and practice?
a) Philip Crosby
b) W. Edwards Deming
c) Kurt Lewin
d) Joseph Juran

Answer: c) Kurt Lewin
Explanation: Kurt Lewin is a social psychologist who developed the three-stage model of change,

which has had a significant impact on organizational change theory and practice.

Q344. According to Kurt Lewin's model (1947), which of the following is NOT one of the three stages of change?
a) Unfreezing
b) Changing
c) Freezing
d) Refreezing

Answer: c) Freezing
Explanation: The three stages of Lewin's model are unfreezing, changing, and refreezing. "Freezing" is not a stage in the model.

Q345. In Kurt Lewin's model, what is the primary focus during the "unfreezing" phase?
a) Making the change permanent
b) Introducing new behaviors and attitudes
c) Preparing and creating motivation for change
d) Stabilizing the organization after a change

Answer: c) Preparing and creating motivation for change
Explanation: In the "unfreezing" phase, the focus is on preparing the organization and creating motivation for change by breaking down existing structures and attitudes.

Q346. What occurs in the "changing" phase of Lewin's three-stage model of change?
a) New behaviors, processes, and structures are introduced
b) The old system is preserved and no changes occur
c) People resist change and maintain old habits
d) The organization reverts to previous ways of working

Answer: a) New behaviors, processes, and structures are introduced
Explanation: During the "changing" phase, the focus is on introducing new behaviors, processes, or structures to implement the desired change.

Q347. What is the main goal of the "refreezing" phase in Kurt Lewin's model?
a) To stop the change process completely
b) To solidify new behaviors and practices into the organization's culture
c) To analyze and evaluate the changes made
d) To prepare for further organizational changes

Answer: b) To solidify new behaviors and practices into the organization's culture
Explanation: The "refreezing" phase aims to stabilize the organization by reinforcing and solidifying the new behaviors and practices, making them a permanent part of the culture.

Q348. Which of the following is a key assumption underlying Kurt Lewin's model of change?
a) Change is only successful if it is imposed without participation
b) Organizations naturally resist change and require a structured approach
c) The "unfreezing" stage is not necessary to begin the change process
d) Change is always a short-term process that can be rapidly achieved

Answer: b) Organizations naturally resist change and require a structured approach
Explanation: Lewin's model assumes that organizations naturally resist change and thus need a structured process—unfreezing, changing, and refreezing—to manage and stabilize change effectively.

Q349. In Kurt Lewin's three-stage model, which stage is focused on implementing the desired changes within the organization?
a) Unfreezing
b) Changing
c) Refreezing
d) Resisting

Answer: b) Changing
Explanation: The "changing" stage is where the

actual change is implemented, including introducing new processes, behaviors, or structures.

Q350. According to Kurt Lewin's model, which phase would involve reinforcing the changes to ensure they are adopted permanently within the organization?
a) Changing
b) Refreezing
c) Unfreezing
d) Revisiting

Answer: b) Refreezing
Explanation: The "refreezing" phase focuses on reinforcing the new changes and ensuring they become part of the organization's culture and ongoing processes.

Q351. According to Stafford Beer's Viable System Model (VSM), which of the following is one of the three elements of any system?
a) Phase
b) Operation
c) Environment
d) Change

Answer: b) Operation
Explanation: In Stafford Beer's Viable System Model (VSM), "operation" is one of the three elements of any system, along with the metasystem and the environment.

Q352. What is the primary purpose of the "changing" phase in the organizational change process?
a) Embedding new behaviors into the organization
b) Helping employees learn new concepts and behaviors
c) Consolidating the organization's new operation mode
d) Returning to old methods and stabilizing the organization

Answer: b) Helping employees learn new concepts and behaviors
Explanation: The "changing" phase focuses on planning and implementing the change by helping employees learn new concepts, behaviors, and attitudes.

Q353. Which mechanism is typically employed during the "changing" phase to facilitate organizational change?
a) Positive reinforcement
b) Mentors and role models
c) Coaching and training
d) Employee surveys

Answer: b) Mentors and role models
Explanation: Mentors, role models, and experts are employed during the "changing" phase to help employees learn new behaviors, skills, and ways of thinking.

Q354. What does the "refreezing" phase in organizational change aim to achieve?
a) Introducing new behaviors and systems
b) Returning to the old system of operation
c) Reinforcing and stabilizing new behaviors and attitudes
d) Generating ideas for further change

Answer: c) Reinforcing and stabilizing new behaviors and attitudes
Explanation: The "refreezing" phase focuses on embedding and consolidating the new behaviors and attitudes into the organization, making the changes permanent.

Q355. According to Lewin's model, which method involves directly changing the climate or interpersonal style of an organization?
a) Changing individual skills and values
b) Changing organizational structures and systems
c) Changing the organizational climate or interpersonal style
d) Reinforcing the new behaviors

Answer: c) Changing the organizational climate or interpersonal style
Explanation: Lewin's model identifies changing

the organizational climate or interpersonal style as one of the key ways to accomplish organizational change.

Q356. In Stafford Beer's Viable System Model (VSM), what is the function of System 2?
a) Resolving conflicts and ensuring stability
b) Optimizing interactions between parts
c) Regulating the operation of System 1
d) Planning for long-term survival and adaptation

Answer: a) Resolving conflicts and ensuring stability
Explanation: System 2 in VSM is responsible for resolving conflicts that arise from the interactions between parts of System 1 and ensuring stability in the system.

Q357. What is the role of System 3 in Stafford Beer's Viable System Model (VSM)?
a) Planning for the future and adapting to change
b) Regulating the operation of System 1 and optimizing interactions
c) Providing policy and enforcing rules
d) Resolving conflicts between parts of the system

Answer: b) Regulating the operation of System 1 and optimizing interactions
Explanation: System 3 regulates the operations of System 1 and focuses on optimizing interactions within the system.

Q358. In Stafford Beer's Viable System Model (VSM), which system is responsible for ensuring the long-term viability of the system?
a) System 1
b) System 3
c) System 4
d) System 5

Answer: c) System 4
Explanation: System 4 in VSM ensures the long-term viability of the system by adapting to changes in the environment and producing plans for the future.

Q359. What does the RACI model help to define during an organizational change process?
a) The cost-benefit analysis of the change
b) The time frame for implementing change
c) The roles and responsibilities of individuals involved in the change
d) The organizational culture before and after change

Answer: c) The roles and responsibilities of individuals involved in the change
Explanation: The RACI model is a tool used to define the roles and responsibilities of individuals during the change process, mapping activities to roles.

Q360. In the RACI model, who is responsible for the results and ultimately accountable for the activity?
a) Responsible
b) Accountable
c) Consulted
d) Informed

Answer: b) Accountable
Explanation: In the RACI model, the "Accountable" person is the one ultimately responsible for the results of the activity or decision.

Q361. According to the Change Management Iceberg model by Wilfried Kruger, which of the following factors appear at the top of the iceberg?
a) Cost, quality, and time
b) Cost, innovation, and resistance
c) Quality, performance, and feedback
d) Time, flexibility, and resistance

Answer: a) Cost, quality, and time
Explanation: The top of the Change Management Iceberg consists of three primary factors: cost, quality, and time, which are key concerns for management during change.

Q362. In the Change Management Iceberg model, who are individuals that have a positive attitude towards the change and actively support it?
a) Middle opponents
b) Opponents
c) Potential promoters
d) Promoters

Answer: d) Promoters
Explanation: Promoters are individuals who have a positive attitude towards the change and actively support it in the change management process.

Q363. Who are the individuals that need to have their perceptions and beliefs shaped to support the change?
a) Hidden opponents
b) Potential promoters
c) Middle opponents
d) Opponents

Answer: d) Opponents
Explanation: Opponents are individuals who have a negative attitude towards the change. Their perceptions and beliefs need to be addressed and changed by the management to align them with the change.

Q364. What is the characteristic of hidden opponents in the Change Management Iceberg model?
a) They openly resist the change and create barriers.
b) They actively promote the change.
c) They superficially support the change but have a negative attitude towards it.
d) They do not participate in the change process.

Answer: c) They superficially support the change but have a negative attitude towards it.
Explanation: Hidden opponents appear to support the change on the surface but actually harbor negative attitudes towards it. Managing their perceptions and beliefs with adequate information is crucial.

Q365. Who are the individuals in the Change Management Iceberg model that have a positive attitude towards change but need reassurance to fully support it?
a) Hidden opponents
b) Middle opponents
c) Potential promoters
d) Promoters

Answer: c) Potential promoters
Explanation: Potential promoters are individuals who have a positive attitude towards the change but require reassurance or further information to fully support and commit to the change process.

Q366. According to the Change Model (Change Formula) by Beckhard and Harris, which of the following components must be present for change to occur in an organization?
a) Vision, resources, and leadership
b) Dissatisfaction with the status quo, vision of the proposed change, and first step towards the change
c) Cost, resistance, and management commitment
d) Planning, leadership, and execution

Answer: b) Dissatisfaction with the status quo, vision of the proposed change, and first step towards the change
Explanation: The Change Model by Beckhard and Harris states that for change to happen, three components must be present: dissatisfaction with the current situation, a clear vision of the change, and a concrete first step towards implementing the change.

Q367. What does the Change Formula by Beckhard and Harris suggest must be greater than the resistance for change to occur in an organization?
a) Leadership commitment
b) Cost of implementation
c) The sum of dissatisfaction, vision, and the first step towards change
d) Organizational readiness

Answer: c) The sum of dissatisfaction, vision, and the first step towards change
Explanation: Beckhard and Harris suggest that change will occur only when the combined factors of dissatisfaction with the status quo, a vision of the proposed change, and the first step towards change exceed the cost or resistance to change in the organization.

Q368. According to the Change Model, which of the following is NOT one of the three key factors for overcoming resistance to change in an organization?
a) Dissatisfaction with the status quo
b) Vision of the proposed change
c) Cost of implementation
d) First step towards the change

Answer: c) Cost of implementation
Explanation: The Change Model emphasizes that dissatisfaction with the current situation, a vision for the change, and the first step towards the change must overcome the resistance. The cost of implementation is not part of the three key factors identified.

Q369. In the Change Model by Beckhard and Harris, what role does the "first step towards the change" play in the change process?
a) It serves as the final stage in the change process.
b) It is the starting point for overcoming resistance to change.
c) It is a way to measure the cost of the change.
d) It involves detailed planning of the change strategy.

Answer: b) It is the starting point for overcoming resistance to change.
Explanation: The first step towards the change is crucial as it represents the initial action that moves the organization beyond the resistance to change, helping to pave the way for the other components to take effect.

Q370. The Change Formula by Beckhard and Harris is attributed to which individual?
a) Kurt Lewin
b) David Gleicher
c) Wilfried Kruger
d) Stafford Beer

Answer: b) David Gleicher
Explanation: The Change Formula (Change Model) by Beckhard and Harris is attributed to David Gleicher, as it was originally formulated by him and later refined by Beckhard and Harris in 1987.

Q371. According to the reasons for employee resistance to change, which of the following is related to an individual's deep, innate attitude towards change?
a) Self-interest
b) Fear of the unknown
c) The individual's predisposition towards change
d) Lack of understanding and trust

Answer: c) The individual's predisposition towards change
Explanation: An individual's attitude toward change can be deeply personal and inherent, which often leads to a negative predisposition toward change.

Q372. What is a key factor that contributes to resistance to change, where employees are anxious about job security or how the change will affect their lives?
a) Fear of failure
b) Uncertainty
c) Peer pressure
d) Speed of change

Answer: b) Uncertainty
Explanation: Employees resist change when they are uncertain about how it will impact their roles, job security, or how things will be done differently.

Q373. Which factor involves the education and commitment of individuals to successfully

implement and sustain the change process?
a) The necessity for information and commitment
b) The power of the individual or group initiating the change
c) Available expertise
d) Self-interest

Answer: a) The necessity for information and commitment
Explanation: This factor emphasizes the importance of informing and educating those involved in the change to secure their commitment and help ensure the success of the change process.

Q374. When change is introduced and the organization is not ready for it, which reason for resistance is being described?
a) Fear of the unknown
b) Disruption of cultural traditions
c) Difficult timing of change
d) Peer pressure

Answer: c) Difficult timing of change
Explanation: Resistance often arises when change is introduced at an inappropriate time when the organization is not prepared for it.

Q375. According to the reasons for resistance to change, which of the following is an effect of peer pressure in the workplace?
a) Self-interest
b) Fear of failure
c) Peer pressure
d) Lack of understanding and trust

Answer: c) Peer pressure
Explanation: Peer pressure can influence an individual's attitude toward change, even if they personally support the change, due to the norms and pressure from their group.

Q376. Which reason for resistance to change refers to a situation where people feel that change will take away something valuable from them?
a) Self-interest
b) Satisfaction with the status quo
c) Fear of the unknown
d) Speed with which change occurs

Answer: a) Self-interest
Explanation: Employees may resist change if they perceive that it threatens something they value, such as their role, power, or benefits.

Q377. What does Kurt Lewin's Force Field Analysis involve?
a) Analyzing the organization's readiness for change
b) Identifying and balancing driving and restraining forces
c) Assessing the time period for implementing change
d) Overcoming resistance through effective communication

Answer: b) Identifying and balancing driving and restraining forces
Explanation: Lewin’s Force Field Analysis helps to understand the forces that drive or resist change, and how best to manage or overcome the resistance.

Q378. According to the reasons for resistance to change, which of the following refers to the fear and anxiety caused by rapid or overwhelming change?
a) Speed with which change occurs
b) Fear of failure
c) Insensitive manner of change introduction
d) Peer pressure

Answer: a) Speed with which change occurs
Explanation: When change occurs too quickly, it may cause anxiety, fear, and resistance among employees who are unable to cope with the pace.

Q379. What is the likely response when change is introduced in an insensitive manner, forcing people to adopt it without proper

consideration?
a) Satisfaction with the status quo
b) Fear of failure
c) Insensitive manner of change introduction
d) Uncertainty

Answer: c) Insensitive manner of change introduction
Explanation: Forcing change upon people without considering their feelings or needs can result in significant resistance, as individuals may feel powerless and disrespected.

Q380. Which of the following resistance factors involves individuals being skeptical about the success of a change due to insufficient information?
a) Fear of failure
b) Lack of understanding and trust
c) Self-interest
d) Disruption of cultural traditions

Answer: b) Lack of understanding and trust
Explanation: Resistance often arises when employees don't fully understand the need for change or when they distrust the motives behind it, leading them to oppose it.

Q381. According to Kotter and Schlesinger, which approach involves forcing employees to accept change due to its essential nature for the survival of the organization?
a) Explicit and Implicit Coercion
b) Negotiation
c) Participation and Involvement
d) Education and Communication

Answer: a) Explicit and Implicit Coercion
Explanation: In cases where survival is at stake, change may be imposed, and management can use coercion (either explicit or implicit) to ensure acceptance.

Q382. Which of the following is NOT one of the reasons Kotter mentions for the failure of change processes in organizations?
a) Failing to build a substantial coalition
b) Not anchoring changes in the corporate culture
c) Failing to clearly communicate the vision
d) Over-communicating the vision

Answer: d) Over-communicating the vision
Explanation: Kotter identifies failure to communicate the vision clearly as a reason for failure, but not over-communicating it.

Q383. In Kotter and Schlesinger's model, which of the following approaches is useful when there is resistance due to a lack of understanding or awareness?
a) Explicit and Implicit Coercion
b) Education and Communication
c) Negotiation
d) Participation and Involvement

Answer: b) Education and Communication
Explanation: When resistance is based on a lack of understanding, providing education and communicating the reasons for change can help overcome the resistance.

Q384. Which of the following is a step in the process of Organizational Development (OD)?
a) Identifying the solution
b) Evaluating the solution
c) Recognizing the problem
d) Hiring external consultants

Answer: c) Recognizing the problem
Explanation: The first step in the OD process is recognizing that there is a problem that needs to be addressed.

Q385. According to Kotter, what is the impact of failing to build a substantial coalition when initiating change?
a) Change will be accepted more easily
b) Employees will resist the change more strongly
c) Short-term wins will be guaranteed
d) The change will be anchored in the corporate culture

Answer: b) Employees will resist the change more strongly
Explanation: Without a strong coalition, the change process may lack the support necessary to overcome resistance and drive the change effectively.

Q386. What step in the Organizational Development process involves analyzing the situation and understanding its root causes?
a) Planning and implementing the change
b) Diagnosing the situation
c) Selecting and 'owning' a solution
d) Evaluating the change

Answer: b) Diagnosing the situation
Explanation: Diagnosing the situation is the step where the organization assesses and identifies the causes and factors that need to be addressed.

Q387. Which of the following reasons for failure of the change process involves failure to remove barriers that hinder progress toward the vision?
a) Failing to build a substantial coalition
b) Permitting roadblocks against the vision
c) Declaring victory too soon
d) Not anchoring changes in the corporate culture

Answer: b) Permitting roadblocks against the vision
Explanation: If roadblocks are allowed to persist, they can prevent the vision from being realized and hinder the change process.

Q388. Which step in the Organizational Development process involves actively taking responsibility for the change solution?
a) Recognizing the problem
b) Selecting and 'owning' a solution
c) Evaluating the change
d) Diagnosing the situation

Answer: b) Selecting and 'owning' a solution
Explanation: This step involves choosing an appropriate solution and committing to implementing it, ensuring ownership of the change.

Q389. According to Kotter's reasons for failure, which of the following should be avoided to ensure the success of change initiatives?
a) Declaring victory too soon
b) Failing to communicate the vision
c) Understanding the need for a clear vision
d) Permitting roadblocks against the vision

Answer: a) Declaring victory too soon
Explanation: Declaring victory too soon can lead to complacency and prematurely stopping efforts before the change has truly taken hold.

Q390. Which of the following steps in Organizational Development involves assessing whether the implemented change was effective?
a) Diagnosing the situation
b) Evaluating the change
c) Planning and implementing the change
d) Identifying the problem

Answer: b) Evaluating the change
Explanation: Evaluating the change involves reviewing its effectiveness and whether the desired outcomes have been achieved.

Q391. What is the dictionary meaning of the word 'system'?
a) A set of independent entities functioning separately
b) A group of things or parts working together as a whole
c) A network of unrelated activities
d) A single entity operating autonomously

Answer: b) A group of things or parts working together as a whole
Explanation: A system is defined as a group of interconnected components working together to serve a common purpose.

Q392. According to Semprevivo (1982), a system can be defined as:
a) A set of unrelated components functioning independently
b) A group of systems operating under a single entity
c) A series of interrelated elements that perform some business activity or function
d) A loosely connected network of business operations

Answer: c) A series of interrelated elements that perform some business activity or function
Explanation: Semprevivo emphasizes the interrelated nature of system components that work together for a business activity or function.

Q393. In a system, a grouping of elements that includes some, but not all, of the elements is referred to as a:
a) Function
b) Subsystem
c) Process
d) Output

Answer: b) Subsystem
Explanation: A subsystem is a smaller group within a system that includes certain elements but not the entire system.

Q394. What is the relationship between systems and subsystems?
a) Systems and subsystems are entirely independent of each other
b) A subsystem is a larger part that governs the system
c) Any system can be part of a larger system and composed of subsystems
d) Subsystems do not contribute to the overall functionality of a system

Answer: c) Any system can be part of a larger system and composed of subsystems
Explanation: A system can contain smaller subsystems and itself be a component of a larger system.

Q395. According to Brophy (1986), a system can be described in terms of:
a) Inputs, processes, outputs, and controls
b) Outputs, feedback, operations, and maintenance
c) Inputs, maintenance, integration, and outcomes
d) Controls, operations, results, and goals

Answer: a) Inputs, processes, outputs, and controls
Explanation: Brophy describes a system as comprising these components that interact to serve a purpose.

Q396. What happens when there is a change in the functioning of one entity in a system?
a) It only affects the entity itself
b) It has no effect on the overall functioning of the system
c) It affects the effectiveness of other entities and the system as a whole
d) It enhances the independence of the other entities

Answer: c) It affects the effectiveness of other entities and the system as a whole
Explanation: Systems are interdependent; a change in one part impacts the entire system.

Q397. What is the primary purpose of a system?
a) To operate autonomously
b) To perform unrelated tasks independently
c) To integrate components for a common purpose
d) To create isolated subsystems

Answer: c) To integrate components for a common purpose
Explanation: A system is designed to bring components together to achieve a unified goal.

Q398. Which of the following best describes the term 'functional relationship' in a system?
a) Independence between components
b) The integration of entities to serve a purpose

c) The isolation of subsystems within a system
d) The relationship of a system with external elements

Answer: b) The integration of entities to serve a purpose
Explanation: Functional relationships connect system components to work together effectively toward a common purpose.

Q399. How can a system be reduced to its component parts?
a) Based on their geographic location
b) Based on their operational independence
c) Based on their functions
d) Based on their physical attributes

Answer: c) Based on their functions
Explanation: Systems are divided into their components by identifying the specific functions each part performs.

Q400. What is the primary characteristic of a subsystem?
a) It operates independently of the system
b) It has no impact on the larger system
c) It is a functional component of a larger system
d) It functions as the sole purpose of the system

Answer: c) It is a functional component of a larger system
Explanation: Subsystems are smaller functional units within a system, contributing to the overall purpose.

Murdick and Ross (1975) have identified different types of systems

System Type	Description	Examples
Conceptual Systems	Concerned with theoretical structures.	General Theory of Relativity, Economic Theory
Empirical Systems	Concrete operational systems made up of people, materials, machines, etc.	Manufacturing processes
Natural Systems	Systems found in nature.	Ecosystem, entire ecology of life
Man-made Systems	Systems created by humans for specific purposes.	Manufacturing system of a company
Social Systems	Systems comprising people and interpersonal or intergroup relationships.	Organizational culture, community networks
Man-machine Systems	Systems involving interaction between humans and machines.	Business and industry systems
Pure Machine Systems	Rare systems that are self-sufficient and have self-repairing capabilities.	Electrical power generating system
Open Systems	Systems that freely interact with their environment.	Organizations with dynamic exchange of information
Closed Systems	Systems that do not interact with their environment.	Sealed production units
Stationary Systems	Systems whose properties and	Manufacturing units

	operations do not vary with time.	producing similar items
Non-Stationary Systems	Systems that evolve or change with time.	R&D departments, innovation-focused projects
Reactive Systems	Systems that interact with their environment to improve their functioning and evolve.	Adaptive AI systems, customer-feedback-driven organizations
Non-Adaptive Systems	Systems that do not change in response to environmental factors.	Traditional bureaucratic institutions
Library System Example	All major activities in a library are subsystems of a larger information service system, which includes acquisitions, serials control, information retrieval, etc.	Providing library and information services

Q401. According to Hays and Becker, which of the following is NOT a subsystem of the library system?
a) Acquisitions
b) Cataloguing
c) Marketing
d) Circulation control

Answer: c) Marketing
Explanation: Hays and Becker identify acquisitions, serials control, circulation control, cataloguing, interlibrary loans, reference, and administration and planning as subsystems of a library.

Q402. What do Chapman and others exclude from their list of library subsystems?
a) Reference subsystem
b) Circulation control
c) Interlibrary loans
d) Serials control

Answer: c) Interlibrary loans
Explanation: Chapman and others exclude interlibrary loans, stating that it could be considered part of either circulation control or the reference subsystem.

Q403. Which of the following subsystems involves "analysis, representation, and organisation of requests"?
a) Acquisitions
b) Information storage and retrieval
c) Administration and planning
d) User services

Answer: b) Information storage and retrieval
Explanation: This subsystem processes and organizes information requests to retrieve appropriate data from the library's collection.

Q404. What binds the component parts of a library system into an integrated whole?
a) Common purpose of providing library and information services
b) Independence of individual components
c) Physical proximity of subsystems
d) Lack of interrelation among subsystems

Answer: a) Common purpose of providing library and information services
Explanation: The shared goal of offering library services integrates and interrelates the subsystems.

Q405. How does the functioning of the acquisitions subsystem affect the library system?
a) It is independent of other subsystems
b) It can impact the effectiveness of the user services subsystem
c) It only affects the cataloguing subsystem
d) It does not influence the overall library system

Answer: b) It can impact the effectiveness of the user services subsystem
Explanation: Subsystems in a library are interdependent; changes in one can affect others and the system as a whole.

Q406. What is the nature of a library as defined by Stuert and Eastlick (1981)?
a) A closed system independent of its environment
b) A static system with rigid boundaries
c) An open system interacting with its environment
d) An isolated system with no external interactions

Answer: c) An open system interacting with its environment
Explanation: A library interacts with its environment by acquiring inputs and providing outputs, making it an open system.

Q407. What does the concept of control in a library system refer to, as suggested by Kraft and Boyce (1991)?
a) Limiting access to library resources
b) Administration and management of the library
c) Isolating subsystems from one another
d) Restricting the dissemination of information

Answer: b) Administration and management of the library
Explanation: Control in the library system is exercised through effective administration and management.

Q408. How is a library described in terms of its operations, as mentioned by Brophy (1986)?
a) A static organisation with fixed interactions
b) A dynamic organisation with complex interactions
c) An isolated system with predetermined processes
d) A rigid system resistant to policy changes

Answer: b) A dynamic organisation with complex interactions
Explanation: Libraries are dynamic and responsive to changes, which can affect multiple areas of service.

Q409. What are the inputs in a library viewed as an information storage and retrieval system?
a) User requests and catalogues
b) Administration policies and reports
c) Documents, journals, and user needs
d) Outputs and feedback

Answer: c) Documents, journals, and user needs
Explanation: Inputs include materials like books and journals as well as the needs expressed by users.

Q410. Which of the following best represents the "output" in a library system?
a) Acquisition of new materials
b) Dissemination of information to clients
c) Cataloguing of books and journals
d) Administration of library policies

Answer: b) Dissemination of information to clients
Explanation: Outputs in a library system are the delivery of relevant information to users based on their needs.

Q411. Which of the following is NOT one of the three considerations for corrective measures in an evaluation report?
a) Goals
b) Unit cost
c) Cost factor
d) Staff performance

Answer: d) Staff performance
Explanation: The three considerations mentioned are goals, cost factor, and unit cost.

Q412. Why should the goals and objectives of a system be reviewed during corrective measures?
a) To reduce costs
b) To accommodate new and augmented requirements
c) To simplify the system structure
d) To decrease staff workload

Answer: b) To accommodate new and augmented requirements
Explanation: Goals and objectives need review to ensure the system meets updated requirements effectively.

Q413. What is a major financial consideration when establishing a new system?
a) Cost of new goals
b) Increased capital outlay and recurring expenditure
c) Reduced workload for staff
d) Simplified decision-making

Answer: b) Increased capital outlay and recurring expenditure
Explanation: New systems often require significant investment and recurring financial support, making cost a critical factor.

Q414. How is the economic feasibility of a projected system determined?
a) By studying the financial support needed for its establishment
b) By reviewing the workload of existing systems
c) By evaluating the environmental impact of the new system
d) By consulting external stakeholders

Answer: a) By studying the financial support needed for its establishment
Explanation: Economic feasibility involves assessing the costs required to implement the new system and its financial sustainability.

Q415. What comparison is made to justify the establishment of a new system?
a) User satisfaction levels of new and old systems
b) Time taken for system implementation
c) Unit cost of outputs from the existing and new systems
d) Staff engagement in both systems

Answer: c) Unit cost of outputs from the existing and new systems
Explanation: The unit cost of outputs is compared to determine if the new system is cost-effective.

Q416. What was the impact of the OCLC network on the cost of cataloguing a book in American libraries?
a) It reduced costs from $15 to $1.5.
b) It increased costs due to high initial investment.
c) It eliminated the need for cataloguing altogether.
d) It had no significant impact on costs.

Answer: a) It reduced costs from $15 to $1.5.
Explanation: The OCLC network significantly reduced the cost of cataloguing, making it more attractive for libraries to join.

Q417. What does the term "unit cost" refer to in the context of a new system?
a) The cost of hiring a single staff member
b) The cost of producing one unit of output
c) The total investment needed for a new system
d) The cost of maintaining an existing system

Answer: b) The cost of producing one unit of output
Explanation: Unit cost refers to the estimated cost of producing a single output in the new system, compared to the existing system.

Q418. Why did more American libraries participate in the OCLC network?
a) It provided advanced features.
b) It simplified cataloguing processes.
c) It reduced the unit cost of cataloguing significantly.
d) It offered free training sessions for staff.

Answer: c) It reduced the unit cost of cataloguing significantly.
Explanation: The significant cost reduction in cataloguing through the OCLC network encouraged more libraries to join.

Q419. What is the importance of studying the cost factor in establishing a new system?
a) It helps identify technical challenges.
b) It ensures the system is technologically feasible.
c) It aids in determining the financial viability of the system.
d) It improves user satisfaction with the system.

Answer: c) It aids in determining the financial viability of the system.
Explanation: Assessing the cost factor helps ensure the system is economically sustainable.

Q420. What is a key parameter in decision-making when designing a new system?
a) Staff workload reduction
b) Environmental benefits
c) Unit cost comparison
d) Stakeholder opinions

Answer: c) Unit cost comparison
Explanation: Comparing the unit cost of outputs from the existing and projected systems is crucial for decision-making.

Q421. Who are the authors of the book *Information System: Theory and Practice*?
a) Edward A. Chapman and Felix R. Starter
b) John G. Burch and Felix R. Starter
c) Alan Dennis and Barbara Haley Wixom
d) Jeffrey A. Hoffer and Joey F. George

Answer: b) John G. Burch and Felix R. Starter
Explanation: The book was authored by John G. Burch and Felix R. Starter and published in 1974.

Q422. The book *Library Systems Analysis Guidelines* was published in which year?
a) 1974
b) 1975
c) 1970
d) 1982

Answer: c) 1970
Explanation: Edward A. Chapman and others authored *Library Systems Analysis Guidelines* in 1970.

Q423. Which book by Dennis and Wixom focuses on systems analysis design?
a) *Library Management*
b) *Modem Systems Analysis and Design*
c) *Systems Analysis Design*
d) *Essentials of Systems Analysis and Design*

Answer: c) *Systems Analysis Design*
Explanation: The second edition of *Systems Analysis Design* by Alan Dennis and Barbara Haley Wixom was published in 2002.

Q424. What is the title of the book authored by Kraft and Boyce that discusses operations research for libraries?
a) *Library Management*
b) *Operations Research for Libraries and Information Agencies*
c) *Modern Systems Analysis and Design*
d) *Systems Analysis and Design*

Answer: b) *Operations Research for Libraries and Information Agencies*
Explanation: This book provides techniques for evaluating management decision alternatives and was published in 1991.

Q425. The 6th edition of *Systems Analysis and Design* was authored by whom?
a) Narayana, G.I.
b) Kendall, Kenneth E. and Kendall, Julie E.
c) Semprevivo, Philip C.
d) Valacich, Joseph S.

Answer: b) Kendall, Kenneth E. and Kendall, Julie E.
Explanation: The Kendalls authored the 6th edition of this book in 2004.

Q426. Which publisher released *Library Management* by Stueart and Eastlick?
a) Wiley Interscience
b) Prentice Hall
c) Libraries Unlimited
d) Science Research Associates

Answer: c) Libraries Unlimited
Explanation: The second edition of *Library Management* by R.D. Stueart and J.T. Eastlick was published by Libraries Unlimited in 1981.

Q427. Who authored the book *Library and Information Management*?
a) Alan Dennis
b) G.I. Narayana
c) Donald H. Kraft
d) Edward A. Chapman

Answer: b) G.I. Narayana
Explanation: *Library and Information Management* was authored by G.I. Narayana in 1991.

Q428. What is the focus of *Systems Analysis: Definitions, Process and Design* by Semprevivo?
a) Decision-making techniques
b) Interlibrary loan management
c) System definitions, processes, and design
d) Digital resource management

Answer: c) System definitions, processes, and design
Explanation: The book by Philip C. Semprevivo, published in 1982, focuses on these key aspects of systems analysis.

Q429. The book *Essentials of Systems Analysis and Design* was co-authored by which of the following?
a) Jeffrey A. Hoffer, Joey E. George, and Joseph S. Valacich
b) Kenneth E. Kendall and Julie E. Kendall
c) Alan Dennis and Barbara Haley Wixom
d) R.G. Murdick and J.E. Ross

Answer: a) Jeffrey A. Hoffer, Joey E. George, and Joseph S. Valacich
Explanation: This book's second edition was released in 2003 by these authors.

Q430. Which book is authored by Murdick and Ross?
a) *Library Systems Analysis Guidelines*
b) *Information Systems for Modern Management*
c) *Modern Systems Analysis and Design*
d) *Operations Research for Libraries*

Answer: b) *Information Systems for Modern Management*
Explanation: The second edition of this book was authored by R.G. Murdick and J.E. Ross in 1975.

UNIT6

WORKFLOW AND ORGANISATION ROUTINE

Q431. Who originated the concept of time study?
a) Frank Gilbreth
b) Lillian Gilbreth
c) Frederick W. Taylor
d) Henry Gantt

Answer: c) Frederick W. Taylor
Explanation: Time study was developed by Frederick W. Taylor for establishing time standards and piece rates.

Q432. What was the primary purpose of motion study as defined by Frank and Lillian Gilbreth?
a) Establishing time standards
b) Eliminating unnecessary motions and improving work methods
c) Designing new equipment
d) Measuring fatigue in workers

Answer: b) Eliminating unnecessary motions and improving work methods
Explanation: Motion study focuses on analyzing and improving work methods by eliminating unnecessary motions.

Q433. Which of the following is NOT a category of tools and techniques used in motion study?
a) Process Analysis
b) Equipment Utilisation
c) Operation Analysis
d) Cost-Benefit Analysis

Answer: d) Cost-Benefit Analysis
Explanation: The tools of motion study are divided into Process Analysis, Equipment Utilisation, and Operation Analysis, but not Cost-Benefit Analysis.

Q434. What is the objective of motion study in libraries and information centres?
a) To reduce the number of employees
b) To achieve maximum efficiency with minimum fatigue
c) To redesign library spaces
d) To automate library services

Answer: b) To achieve maximum efficiency with minimum fatigue
Explanation: Motion study aims to optimize work methods for higher efficiency and reduced fatigue.

Q435. Before undertaking a motion study, which factor is NOT typically considered during the preliminary analysis?
a) How much is likely to be saved
b) The cost of the investigation
c) The tools available for the study
d) The time the investigation will take

Answer: c) The tools available for the study
Explanation: Preliminary analysis focuses on savings, costs, and time required, not the availability of tools.

Q436. What is the purpose of time study (also referred to as Work Measurement)?
a) To reduce the number of workers
b) To determine the time required by a qualified person to perform a specific task
c) To calculate the salary of workers
d) To analyze employee satisfaction

Answer: b) To determine the time required by a qualified person to perform a specific task
Explanation: Time study aims to determine the standard time required for a qualified person to complete a specific job or operation.

Q437. What is the term used for the adjusted time after considering factors like personal time, fatigue, and delay?
a) Stopwatch time
b) Normal time
c) Standard time
d) Element time

Answer: c) Standard time
Explanation: The standard time is the total time, including allowances for personal time, fatigue, and delay, after the normal time is adjusted.

Q438. Which of the following is NOT a technique of work analysis mentioned in the text?
a) Block diagram
b) Flow process chart
c) Decision flow chart
d) Salary computation chart

Answer: d) Salary computation chart
Explanation: The techniques mentioned include block diagram, flow diagram, flow process chart, decision flow chart, operations analysis, form analysis, and man-machine charts, but not salary computation chart.

Q439. How is the normal time in time study adjusted?
a) By adjusting for work environment conditions
b) By adding allowances for personal time, fatigue, and delay
c) By evaluating the speed of the operator through an external factor
d) By calculating the total number of hours worked

Answer: b) By adding allowances for personal time, fatigue, and delay
Explanation: The normal time is adjusted by adding allowances to account for personal time, fatigue, and delay.

Q440. What is the primary tool used in time study to measure the time for each element of an operation?
a) Stopwatch
b) Timer
c) Calculator
d) Flow chart

Answer: a) Stopwatch
Explanation: A stopwatch is used to time each element of the operation in time study.

Q441. What is the primary purpose of a block diagram?
a) To show the hierarchical structure of an organization
b) To represent the series of operations, processes, or sub-processes in a system
c) To depict the flow of money within an organization
d) To identify the management personnel in a company

Answer: b) To represent the series of operations, processes, or sub-processes in a system
Explanation: A block diagram graphically represents the operations, processes, or sub-processes that comprise a system, focusing on their interconnections and workflow.

Q442. How does a block diagram differ from an organizational chart?
a) A block diagram includes external elements such as users and vendors, while an organizational chart focuses only on the internal structure.
b) A block diagram focuses on financial aspects, while an organizational chart focuses on operations.
c) A block diagram shows a static view of the organization, while an organizational chart shows dynamic relationships.
d) A block diagram is a larger-scale version of an organizational chart.

Answer: a) A block diagram includes external elements such as users and vendors, while an organizational chart focuses only on the internal structure.
Explanation: Block diagrams represent both internal and external elements involved in a system, while organizational charts focus on the internal structure and lines of authority.

Q443. What is the main function of a flow diagram?
a) To depict the costs of a project
b) To provide a visual representation of work areas and personnel/material movement
c) To create organizational hierarchy
d) To show the final output of a system

Answer: b) To provide a visual representation of work areas and personnel/material movement
Explanation: Flow diagrams visually represent the movement of personnel and materials within a work area, helping to identify inefficient or undesirable flows.

Q444. What is the best way to represent a flow diagram?
a) A text-based report of operations
b) A scale drawing of the work unit or activity with lines showing movement
c) A pie chart of personnel distribution
d) A table of movement statistics

Answer: b) A scale drawing of the work unit or activity with lines showing movement
Explanation: Flow diagrams are best represented by a scale drawing showing all activities and the movement of personnel or products, making it easier to visualize the process.

Q445. What aspect does a flow diagram help improve in a work environment?
a) Employee satisfaction
b) Workstation design
c) Efficiency by eliminating or minimizing undesirable traffic flows
d) Budget allocation

Answer: c) Efficiency by eliminating or minimizing undesirable traffic flows
Explanation: Flow diagrams help optimize efficiency by identifying and minimizing undesirable movements of personnel or products within a work area.

Q446. What is the primary purpose of a flow process chart?
a) To represent the financial status of a project
b) To track the movements and time required for each operation in a job
c) To show the hierarchical structure of an organization
d) To define the goals and objectives of an organization

Answer: b) To track the movements and time required for each operation in a job
Explanation: A flow process chart helps to visualize the work involved in a job, including the movement between workstations, the distance traveled, and the time required for each operation.

Q447. What is the first step in creating a flow process chart?
a) Assign symbols to each operation
b) Identify the purpose of the process being charted
c) Define the roles of individuals involved
d) Collect data on the time taken for each step

Answer: b) Identify the purpose of the process being charted
Explanation: The first step is to critically examine the process or problem being charted, focusing on its purpose, the functions it will carry out, and the expected outcomes.

Q448. Which of the following symbols represents the storage of an item in a flow process chart?
a) 0 - Operation
b) c=> - Transportation
c) V - Storage
d) D - Delay

Answer: c) V - Storage
Explanation: The symbol "V" represents storage, indicating the permanent storage of an item, usually for an indefinite duration.

Q449. Who invented the original sign language for the flow process chart?
a) Frank Gilbreth
b) Joseph Lister
c) Henry Ford
d) Peter Drucker

Answer: a) Frank Gilbreth
Explanation: Frank Gilbreth invented the original sign language to visualize the steps in a flow process chart, which has since been simplified to five basic symbols.

Q450. What does the symbol Arrow **represent in a flow process chart?**
a) Operation
b) Delay

c) Inspection
d) Transportation

Answer: d) Transportation
Explanation: The symbol Arrow represents transportation, indicating the change in location of a person or process from one place to another.

Q451. What should be included in the heading of a flow process chart form?
a) Detailed job description
b) Date and name of the person preparing the chart
c) Financial cost analysis of the process
d) Goals of the process

Answer: b) Date and name of the person preparing the chart
Explanation: The heading of a flow process chart form should include who or what is charted, the starting and finishing point of the chart, the name of the person preparing the chart, a tabular summary for comparison, and the date on which the process is charted.

Q452. When preparing a flow process chart, what should be ensured?
a) Only the most important steps are charted
b) The chart represents the idealized version of the process
c) Each step in the process is charted, even unimportant ones
d) The chart focuses only on the delays and inspections

Answer: c) Each step in the process is charted, even unimportant ones
Explanation: Every step in the process should be charted, even if it seems unimportant, to ensure the chart accurately reflects the entire process as it is performed.

Q453. What is the purpose of the summary block in a flow process chart?
a) To list the tasks involved in the process
b) To compare the present and proposed method
c) To describe the roles of each person involved
d) To outline the cost of each operation

Answer: b) To compare the present and proposed method
Explanation: The summary block is used to compare the present method of performing the task with the proposed method, helping to identify areas for improvement.

Q454. What distinguishes a decision flow chart from a flow process chart?
a) A decision flow chart is used for simple routine tasks
b) A flow process chart includes only transportation symbols
c) A decision flow chart is used for analyzing complicated work flows with multiple decisions
d) A decision flow chart tracks the movement of materials

Answer: c) A decision flow chart is used for analyzing complicated work flows with multiple decisions
Explanation: A decision flow chart is used for complex processes that require multiple decisions, especially in computer programming, whereas a flow process chart is for routine tasks.

Q455. What is the primary use of a decision flow chart in computer applications?
a) To track the movement of personnel in a work area
b) To outline a simplified work process
c) To prepare detailed instructions before creating a computer program
d) To compare current and proposed methods of work

Answer: c) To prepare detailed instructions before creating a computer program
Explanation: Decision flow charts are used to analyze and represent workflows involving multiple decisions, often as a preliminary step before creating computer programs.

Q456. What is the purpose of the rectangular boxes in a decision flow chart?
a) To represent the beginning or end of the flow chart
b) To describe decisions resulting in alternating sequences
c) To contain statements about the process to be performed at each step
d) To show the direction of flow from one process to another

Answer: c) To contain statements about the process to be performed at each step
Explanation: Rectangular boxes are used to describe the operations to be performed at each step in the process.

Q457. Which symbol in a decision flow chart is used to represent decisions resulting in a choice among alternating sequences of operations?
a) Rectangular box
b) Diamond-shaped box
c) Circle (remote connector)
d) Flat oval

Answer: b) Diamond-shaped box
Explanation: Diamond-shaped boxes in a decision flow chart represent decisions, where a choice is made among different possible sequences of operations.

Q458. What do lines and arrows in a decision flow chart represent?
a) The operations performed at each step
b) The direction of flow from one process to another
c) The start or end of the flow chart
d) Remote connections to other parts of the process

Answer: b) The direction of flow from one process to another
Explanation: Lines and arrows indicate the direction of flow from one process or operation to another, typically from top to bottom or left to right.

Q459. What is the purpose of the circles (remote connectors) in a decision flow chart?
a) To represent terminal points of the flow chart
b) To show the direction of flow
c) To indicate operations to be performed
d) To tie the flow from one box to another box located at a remote place

Answer: d) To tie the flow from one box to another box located at a remote place
Explanation: Circles, called remote connectors, are used to link flow from one box to another box located elsewhere, such as on a different page.

Q460. Which symbol in a decision flow chart indicates the beginning or end of the flow chart?
a) Rectangular box
b) Diamond-shaped box
c) Line and arrow
d) Flat oval

Answer: d) Flat oval
Explanation: A flat oval indicates the terminal points of the flow chart, marking either the beginning or the end of the process.

Q461. What is the focus of operations analysis?
a) Studying the emotional responses of workers
b) Arranging tasks in order of importance
c) Studying the motion of hands, eyes, and feet during an activity
d) Designing new workspaces for maximum comfort

Answer: c) Studying the motion of hands, eyes, and feet during an activity
Explanation: Operations analysis focuses on the movement of an individual's hands, eyes, and feet while performing a repetitive activity in one location, aiming to improve efficiency.

Q462. Which tool is most commonly used in operations analysis?
a) Decision flow chart

b) Operations chart (left hand-right hand chart)
c) Block diagram
d) Work measurement form

Answer: b) Operations chart (left hand-right hand chart)
Explanation: The operations chart, also known as a left hand-right hand chart, is used in operations analysis to study the movements of an individual performing a task.

Q463. What is the primary objective of operations analysis in a library setting?
a) To minimize the number of employees
b) To reduce the repetition of tasks
c) To improve the arrangement and sequence of tasks
d) To introduce new technology into operations

Answer: c) To improve the arrangement and sequence of tasks
Explanation: In libraries, operations analysis helps optimize the work area and sequence of tasks, reducing unnecessary movements and improving efficiency.

Q464. How is an operations chart prepared for an individual's activity?
a) By charting the movement of the individual's eyes only
b) By charting one hand's movement first, followed by the second hand
c) By recording each step of the task separately without considering body movement
d) By using a flow process chart to represent the entire process

Answer: b) By charting one hand's movement first, followed by the second hand
Explanation: In operations analysis, the movements of both hands are charted separately first, and then the simultaneous actions are lined up horizontally on the chart.

Q465. What is one of the main benefits of using operations charts in a library?
a) They help in improving the speed of operations
b) They eliminate the need for training workers
c) They help to eliminate unnecessary operations and reduce waste motions
d) They replace the need for time and motion studies

Answer: c) They help to eliminate unnecessary operations and reduce waste motions
Explanation: Operations charts are used to identify and eliminate unnecessary movements, improving efficiency by reducing wasted motions in tasks like filing, sorting, and charging books.

Q466. What is the primary purpose of a multiple activity or gang chart?
a) To monitor the work hours of individuals
b) To study the processes involving multiple persons or products
c) To calculate the cost of library operations
d) To organize individual tasks in a sequence

Answer: b) To study the processes involving multiple persons or products
Explanation: A multiple activity or gang chart is designed to analyze tasks requiring teamwork or simultaneous actions by multiple individuals or items.

Q467. Which of the following library activities is most suitable for a multiple activity chart?
a) Cataloging library books
b) Stock-taking by teams
c) Filing overdue charge cards
d) Conducting a user survey

Answer: b) Stock-taking by teams
Explanation: Stock-taking, which involves teams working together, is a typical example of a task that can be studied using a multiple activity chart.

Q468. What tool is used to record and analyze minute details of motion in micromotion studies?
a) Stopwatch and notepad

b) Motion picture camera and clock
c) Digital charting software
d) Gang chart and timer

Answer: b) Motion picture camera and clock
Explanation: Micromotion studies use a motion picture camera and a clock to record and analyze activities in minute detail.

Q469. Why are micromotion studies less popular in library situations?
a) They lack accuracy
b) They are uneconomical and less practical than other techniques
c) They require advanced equipment unavailable in libraries
d) They focus only on group activities

Answer: b) They are uneconomical and less practical than other techniques
Explanation: While micromotion studies provide detailed insights, they are often costly and impractical for libraries compared to operations analysis or flow process charts.

Q470. In which scenario is a micromotion study most likely to be beneficial?
a) Alphabetizing overdue charge cards
b) Recording fine payments
c) Analyzing repetitive high-speed movements in a technical service unit
d) Creating book displays in the library

Answer: c) Analyzing repetitive high-speed movements in a technical service unit
Explanation: Micromotion studies are effective in analyzing highly repetitive and precise movements, though they are less commonly applied in library settings.

Q471. Which book focuses on management principles for future leaders?
a) *Scientific Management of Library Operations*
b) *Management: Principles and Practices for Tomorrow's Leaders*
c) *Systems Thinking in Library and Information Management*
d) *Management Techniques for Librarians*

Answer: b) *Management: Principles and Practices for Tomorrow's Leaders*
Explanation: This book by Dessler and Gray (2003) emphasizes management principles tailored for future leaders.

Q472. Who authored *Scientific Management of Library Operations*?
a) Ein-Dor P. and Jones, Carl R.
b) Dougherty, R.M. and Heinritz, P.J.
c) Evans, G. Edward and Ward, Patricia L.
d) Robbins, Stephen P. and Coulver, Mary

Answer: b) Dougherty, R.M. and Heinritz, P.J.
Explanation: This book by Dougherty and Heinritz (1983) explores the application of scientific management in library operations.

Q473. What is the primary focus of the book *Information System Management: Analytical Tool and Techniques*?
a) Library management
b) System analysis for libraries
c) Management of information systems
d) Scientific management of operations

Answer: c) Management of information systems
Explanation: The book by Ein-Dor P. and Jones (1985) focuses on tools and techniques for managing information systems.

Q474. Which book is co-authored by G. Edward Evans and Patricia L. Ward?
a) *Management Techniques for Librarians*
b) *Beyond the Basics: The Management Guide for Library and Information Professionals*
c) *Systems Analysis for Librarians and Information Professionals*
d) *Systems Thinking in Library and Information Management*

Answer: b) *Beyond the Basics: The Management Guide for Library and Information Professionals*

Explanation: Evans and Ward co-authored this guide to provide advanced management insights for library and information professionals.

Q475. Which of the following books deals with systems analysis in libraries?
a) *Scientific Management of Library Operations*
b) *Systems Analysis for Librarians and Information Professionals*
c) *Management Techniques for Librarians*
d) *Information System Management: Analytical Tool and Techniques*

Answer: b) *Systems Analysis for Librarians and Information Professionals*
Explanation: Osborne and Nakamura (2004) wrote this book to guide systems analysis in library settings.

Q476. Which book is authored by Stephen P. Robbins and Mary Coulver?
a) *Management Techniques for Librarians*
b) *Management: Principles and Practices for Tomorrow's Leaders*
c) *Management*
d) *Systems Thinking in Library and Information Management*

Answer: c) *Management*
Explanation: The 8th edition of this book by Robbins and Coulver (2004) discusses fundamental management principles.

Q477. Who is the author of *Systems Thinking in Library and Information Management*?
a) D. Smith
b) Larry N. Osborne
c) G. Edward Evans
d) Carl R. Jones

Answer: a) D. Smith
Explanation: D. Smith authored this book in 1980, focusing on systems thinking in library and information management contexts.

UNIT 7

MONITORING AND CONTROL TECHNIQUES

Q478. During which period was operations research (OR) first developed?
a) 1914-1918
b) 1939-1945
c) 1950-1955
d) 1965-1970

Answer: b) 1939-1945
Explanation: Operations research was developed during World War II (1939-1945) as an aid to military decision-making.

Q479. What is the primary goal of operations research (OR)?
a) Increasing profits
b) Research on customer satisfaction
c) Scientific decision-making in organized systems
d) Enhancing marketing strategies

Answer: c) Scientific decision-making in organized systems
Explanation: OR applies a scientific approach to decision-making related to the operations of an organized system.

Q480. Which of the following is NOT a typical phase of an OR study?
a) Formulating the problem
b) Deriving a solution
c) Conducting customer interviews
d) Testing the model

Answer: c) Conducting customer interviews
Explanation: Customer interviews are not part of the standard phases of OR studies.

Q481. What is the first step in an OR study?
a) Testing the model
b) Constructing a mathematical model

c) Formulating the problem
d) Implementing the solution

Answer: c) Formulating the problem
Explanation: The first phase in an OR study is identifying and formulating the problem.

Q482. What does constructing a mathematical model in OR involve?
a) Simulating a solution using data
b) Representing the system under study mathematically
c) Comparing different organizational models
d) Testing new management methods

Answer: b) Representing the system under study mathematically
Explanation: The construction of a mathematical model is aimed at representing the real-world system being studied.

Q483. What is the purpose of establishing controls over the solution in OR?
a) To ensure that the solution performs as expected in practice
b) To modify the solution frequently
c) To discard the mathematical model
d) To simplify the implementation process

Answer: a) To ensure that the solution performs as expected in practice
Explanation: Controls are necessary to monitor the implementation and effectiveness of the solution.

Q484. What is the final phase of an OR study?
a) Constructing a mathematical model
b) Testing the solution
c) Implementation of the solution
d) Establishing controls

Answer: c) Implementation of the solution
Explanation: The final phase involves putting the solution into practice to address the identified problem.

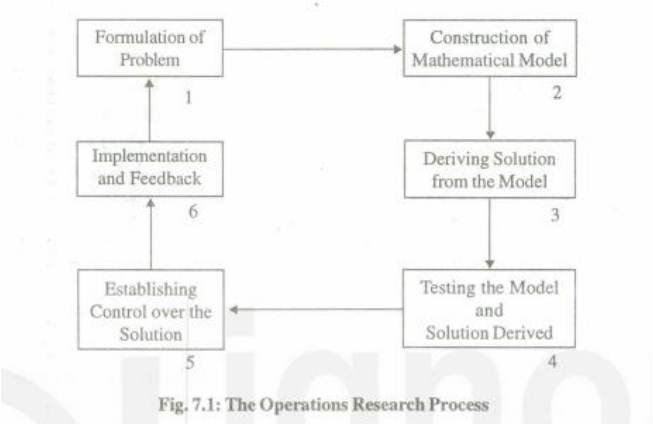


Fig. 7.1: The Operations Research Process

Q485. What is the primary purpose of presenting information in an MIS?
a) Generating sales leads
b) Assisting in decision-making
c) Maintaining customer relationships
d) Storing historical data

Answer: b) Assisting in decision-making
Explanation: MIS outputs, such as reports and documents, are designed to aid management in making informed decisions.

Q486. Which type of reports does an MIS typically provide?
a) Detailed scientific research reports
b) Quantitative and subjective reports
c) Social media analytics reports
d) Marketing campaign reports

Answer: b) Quantitative and subjective reports
Explanation: MIS reports can be quantitative or subjective, often accompanied by interpretation to support decision-making.

Q487. What additional elements may MIS reports include to aid decision-making?
a) Code snippets
b) Interpretation/narration and decisions
c) Extensive financial data
d) Complex algorithms

Answer: b) Interpretation/narration and decisions
Explanation: MIS reports sometimes include interpretation or recommendations to guide management decisions.

Q488. Which skill is NOT essential for an MIS manager?
a) Knowledge of organizational objectives
b) Proficiency in data communication techniques
c) Relationship with subordinates
d) Expertise in coding

Answer: d) Expertise in coding
Explanation: While coding expertise can be beneficial, it is not a primary skill required for an MIS manager.

Q489. Why is the ability to communicate effectively important for an MIS manager?
a) To develop software applications
b) To maintain relationships with customers
c) To convey complex information clearly to stakeholders
d) To generate profit for the organization

Answer: c) To convey complex information clearly to stakeholders
Explanation: Effective communication ensures that MIS outputs are understood and utilized by management and staff.

Q490. How does a relationship with top management benefit an MIS manager?
a) It secures additional funding for the MIS system.
b) It allows the MIS manager to better align outputs with organizational goals.
c) It eliminates the need for subordinates.
d) It prioritizes the development of software.

Answer: b) It allows the MIS manager to better align outputs with organizational goals.
Explanation: Close collaboration with top management ensures that the MIS supports the organization's objectives effectively.

Q491. What knowledge is essential for an MIS manager to design or evaluate a system?
a) Advanced mathematics
b) Organizational behavior
c) Information processing and data communication techniques
d) Marketing strategies

Answer: c) Information processing and data communication techniques
Explanation: These technical skills are critical for designing and judging the efficiency of the MIS.

Q492. What is the role of a brief explanation or graph in an MIS report?
a) To create visual appeal
b) To simplify complex data for quick understanding
c) To replace textual information entirely
d) To lengthen the report

Answer: b) To simplify complex data for quick understanding
Explanation: Visual elements like graphs and concise explanations make MIS reports more accessible and actionable.

Q493. What is the primary principle of Management by Objectives (MBO)?
a) Assigning random goals to employees
b) Setting specific, measurable goals mutually agreed upon by a manager and their superior
c) Encouraging teamwork without individual accountability
d) Avoiding written documentation of objectives

Answer: b) Setting specific, measurable goals mutually agreed upon by a manager and their superior
Explanation: MBO focuses on mutual agreements between a manager and their superior to set measurable goals within a defined time frame.

Q494. What is a written record in the MBO process used for?
a) Tracking mutual agreements on objectives
b) Avoiding legal disputes

c) Providing detailed team reports
d) Promoting creative freedom

Answer: a) Tracking mutual agreements on objectives
Explanation: A written record ensures clarity and accountability for the objectives set during the MBO process.

Q495. What is one limitation of MBO in organizational settings?
a) It is too flexible for structured environments.
b) It disregards the importance of individual accountability.
c) It can lead to rigidity in management thinking and actions.
d) It eliminates the need for measurable goals.

Answer: c) It can lead to rigidity in management thinking and actions.
Explanation: MBO may restrict flexibility in management, making it overly rigid in thought and action.

Q496. Why might MBO demotivate employees?
a) It involves too much creative freedom.
b) It focuses on team performance rather than individual leaders.
c) It can be applied ruthlessly, upsetting the organizational balance.
d) It discourages the use of written objectives.

Answer: c) It can be applied ruthlessly, upsetting the organizational balance.
Explanation: When implemented too rigidly, MBO can demotivate employees and disrupt organizational harmony.

Q497. How does MBO conflict with the preferred working style of librarians?
a) Librarians prefer individual roles over team collaboration.
b) Librarians typically enjoy rigid management structures.
c) Librarians prefer teamwork, while MBO emphasizes the individual leader.
d) Librarians dislike measurable objectives.

Answer: c) Librarians prefer teamwork, while MBO emphasizes the individual leader.
Explanation: MBO's focus on individual leadership can conflict with librarians' preference for collaborative work environments.

Q498. What is a critical requirement for introducing MBO effectively?
a) Hiring external consultants for every phase of MBO
b) Training middle or lower-level management to handle new planning concepts
c) Avoiding written agreements to ensure flexibility
d) Eliminating teamwork in favor of individual objectives

Answer: b) Training middle or lower-level management to handle new planning concepts
Explanation: Trained personnel are essential for successfully implementing MBO in an organization.

Q499. Which of the following is NOT a limitation of MBO?
a) The need for trained advisers
b) Potential rigidity in thinking and action
c) Overemphasis on teamwork
d) Risk of demotivating employees

Answer: c) Overemphasis on teamwork
Explanation: MBO focuses more on individual goals and leadership, often at the expense of teamwork, making "overemphasis on teamwork" incorrect.

Q500. What is the overarching limitation of MBO?
a) Lack of support from upper management
b) Difficulty in setting measurable goals
c) Dependence on trained and tested advisers for

implementation
d) Focus on short-term objectives over long-term goals

Answer: c) Dependence on trained and tested advisers for implementation
Explanation: Introducing new planning concepts through MBO requires well-trained advisers, which is its most significant limitation.

Q501. What is the primary purpose of network analysis in libraries and information centers?
a) To create a hierarchy of library staff
b) To plan and monitor projects efficiently
c) To classify books in a logical order
d) To manage library budgets

Answer: b) To plan and monitor projects efficiently
Explanation: Network analysis focuses on breaking down projects into tasks, planning their sequence, and monitoring progress to ensure timely and efficient completion.

Q502. Which of the following does a network diagram visually represent?
a) Hierarchies in organizational management
b) Relationships between activities in a project
c) Daily work schedules of library staff
d) Financial allocation for library projects

Answer: b) Relationships between activities in a project
Explanation: A network diagram provides a visual representation of the logical sequence and relationships among all activities in a project.

Q503. Which of the following is NOT a listed technique of network analysis?
a) Program Evaluation Review Technique (PERT)
b) Manpower Allocation Resource (MAP)
c) Graphical Evaluation Review Technique (GERT)
d) Dewey Decimal Classification (DDC)

Answer: d) Dewey Decimal Classification (DDC)
Explanation: DDC is a system for organizing books, not a technique of network analysis.

Q504. How does network analysis assist in project management?
a) By automating routine library tasks
b) By ensuring project completion within minimal time and resources
c) By eliminating the need for a detailed project plan
d) By promoting individual work over teamwork

Answer: b) By ensuring project completion within minimal time and resources
Explanation: Network analysis aids in efficient project completion by optimizing time and resources.

Q505. What is the full form of PERT in the context of network analysis?
a) Project Evaluation and Resource Tracking
b) Program Evaluation Review Technique
c) Process Efficiency Review Test
d) Performance Evaluation Resource Tool

Answer: b) Program Evaluation Review Technique
Explanation: PERT stands for Program Evaluation Review Technique, a method used in network analysis.

Q506. What is the significance of arranging project tasks in a logical sequence?
a) To eliminate unnecessary tasks
b) To ensure all tasks are completed simultaneously
c) To decide the priority and dependencies of tasks
d) To focus only on cost reduction

Answer: c) To decide the priority and dependencies of tasks
Explanation: Logical sequencing helps identify tasks that can be performed simultaneously and those that must follow a specific order.

Q507. What does the acronym CPM stand for in network analysis?
a) Comprehensive Project Model
b) Critical Path Method
c) Cost Projection Mechanism
d) Control Planning Management

Answer: b) Critical Path Method
Explanation: CPM stands for Critical Path Method, a key technique in network analysis.

Q508. Which technique in network analysis focuses on manpower allocation?
a) PERT
b) MAP
c) GERT
d) PCS

Answer: b) MAP
Explanation: MAP stands for Manpower Allocation Resource, which deals with resource allocation in network analysis.

Q509. What is the primary objective of GERT in network analysis?
a) To evaluate and review projects graphically
b) To allocate resources dynamically
c) To reduce overall project costs
d) To manage library circulation systems

Answer: a) To evaluate and review projects graphically
Explanation: GERT stands for Graphical Evaluation Review Technique, which visually evaluates project plans.

Q510. Which feature of network analysis ensures the economic accomplishment of projects?
a) Elimination of reporting
b) Unstructured resource allocation
c) Coordinated planning and decision-making
d) Strict adherence to hierarchical workflows

Answer: c) Coordinated planning and decision-making
Explanation: Network analysis coordinates planning and decision-making to achieve project goals economically.

PERT and CPM techniques

Component	Description	Example/Details
PERT (Program Evaluation and Review Technique)	A planning device developed in 1958 by the U.S. Navy. Focuses on the timing of each step to achieve a goal.	Used in libraries for long-term projects like building a new facility or planning elaborate service projects.
CPM (Critical Path Method)	A related technique developed by DuPont to plot activities against time for achieving an objective.	Identifies the critical path, essential for timely project completion.
Network	A graphic plan showing all activities and events required to reach a project goal, including dependencies and inter-relationships.	Includes events (specific points in time) and activities (tasks consuming time and resources).
Event	A specific moment marking the start or end of an activity, consuming	Represented by a circle; the event number is written within the circle.

	neither time nor resources.	
Activity	Tasks or job operations lying between two events, consuming time and resources.	Represented by an arrow, with direction indicating sequence, name (e.g., A, B, C) marked below, and time to accomplish marked above.
Critical Activities	Activities where delays impact the project completion time.	Marked with thick arrows; earliest start time + duration = latest finish time.
Non-Critical Activities	Activities with slack time, allowing for delays without affecting the project completion.	Activities with float or slack time.
Dummy Activities	Activities that connect events starting at the same time, represented by dotted arrows.	Consume no time and may be critical or non-critical.
Critical Path	The sequence of critical activities determining the total project duration.	Longest path, consuming maximum time and resources; has zero float. A delay in any critical activity
		delays the entire project.

Project timing terms and calculations in PERT/CPM:

Term	Definition	Formula/Details
Duration	Estimated or actual time required to complete a task or an activity.	-
Total Project Time	Time required to complete a project, determined from the duration of the critical path.	Sum of durations of all critical activities
Earliest Start Time (EST)	Earliest possible time at which an activity can start, calculated by moving forward in a network diagram.	-
Earliest Finish Time (EFT)	Earliest possible time at which an activity can finish.	**EFT = EST + Duration**
Latest Finish Time (LFT)	Latest possible time an activity can finish, calculated by moving backward in a	LFT = Last event time of the head event

	network diagram.	
Latest Start Time (LST)	Latest possible time an activity can start.	**LST = LFT - Duration**

UNIT 8

PERFORMANCE MEASUREMENT AND EVALUATION TECHNIQUES

Q521. What is the primary purpose of performance measures in an organization?
a) To evaluate the number of employees in the organization
b) To provide quantitative information about products, services, and processes
c) To identify the areas where an organization is underperforming
d) To assess customer satisfaction only

Answer: b) To provide quantitative information about products, services, and processes
Explanation: Performance measures offer quantitative data that helps in understanding, managing, and improving the effectiveness of an organization.

Q522. Which of the following is NOT one of the three characteristics of performance measures identified by Lawler and Rhode?
a) How complete or inclusive they are
b) How objective or impersonal they are
c) How much they can be controlled or influenced by members
d) How much they relate to customer satisfaction

Answer: d) How much they relate to customer satisfaction
Explanation: The three characteristics are completeness, objectivity, and controllability, not customer satisfaction.

Q523. What does effectiveness measure in performance evaluation?
a) The amount of resources used
b) The degree to which a product or service meets user expectations
c) The degree to which the output conforms to set requirements
d) The time taken to produce the service or product

Answer: c) The degree to which the output conforms to set requirements
Explanation: Effectiveness assesses how well a product or service meets the required standards or objectives.

Q524. Which performance measure indicates the minimum resource cost required to produce a service or product?
a) Efficiency
b) Effectiveness
c) Quality
d) Productivity

Answer: a) Efficiency
Explanation: Efficiency evaluates how well resources are utilized in producing a service or product, ideally at minimum cost.

Q525. What does the quality measure assess?
a) The level of profit generated by a service or product
b) The time taken to complete a task
c) The degree to which a service or product meets user requirements and expectations
d) The amount of labor used to produce a service or product

Answer: c) The degree to which a service or product meets user requirements and expectations
Explanation: Quality measures how well a product or service satisfies the needs and expectations of the users.

Q526. What is the focus of the timeliness performance measure?
a) Whether the product or service was produced within budget
b) Whether the product or service was delivered on time according to customer requirements
c) The level of customer satisfaction after receiving the product or service
d) The overall efficiency of the organization

Answer: b) Whether the product or service was delivered on time according to customer requirements
Explanation: Timeliness evaluates whether the product or service was provided as per the required schedule.

Q527. How is productivity measured?
a) By calculating the total revenue generated from the product or service
b) By dividing the value added by the product or service by the value of labor and capital costs
c) By measuring customer satisfaction with the product or service
d) By calculating the time taken to produce the service or product

Answer: b) By dividing the value added by the product or service by the value of labor and capital costs
Explanation: Productivity is determined by the ratio of value added to the total labor and capital costs involved in production.

Q528. What is the key difference between cost-benefit analysis and decision analysis?
a) Cost-benefit analysis focuses on customer satisfaction, while decision analysis focuses on product quality.
b) Cost-benefit analysis evaluates resource costs, while decision analysis evaluates the best course of action.
c) Cost-benefit analysis is only used for large projects, while decision analysis is used for all organizational activities.
d) Cost-benefit analysis measures the timeliness of a product, while decision analysis focuses on efficiency.

Answer: b) Cost-benefit analysis evaluates resource costs, while decision analysis evaluates the best course of action.
Explanation: Cost-benefit analysis compares costs with potential benefits, while decision analysis focuses on determining the most effective decisions based on various factors.

Q529. Which of the following is NOT typically a method used to measure performance in library and information centers?
a) Cost-benefit analysis measures
b) Decision analysis
c) Survey methods (observation, interviews, questionnaires)
d) Employee satisfaction surveys

Answer: d) Employee satisfaction surveys
Explanation: While employee satisfaction is important, the main performance measures in libraries are cost-benefit analysis, decision analysis, and survey methods focused on service outputs and user satisfaction.

Q530. Which of the following performance measures focuses on user expectations and service delivery?
a) Quality
b) Timeliness
c) Efficiency
d) Effectiveness

Answer: a) Quality
Explanation: Quality measures how well the service or product meets user expectations and requirements.

The methods of evaluation described:

Method	Description	Details/Techniques

Experimental Evaluation	Focuses on studying aspects of a problem in isolation, controlling variables to study the impact of specific factors.	- Study of information retrieval systems
		- Control of variables in an experimental setup
Qualitative Evaluation	Studies behavior, particularly information-seeking and handling behavior in real situations. Provides depth and understanding of user experiences.	- Interviews (formal or informal)
		- Observation (structured or unstructured)
		- Questionnaires (avoid open-ended questions)
		- Examination of records and documents (letters, forms, etc.)
User Studies	Focuses on understanding user characteristics and behavior, to ensure the service meets user needs and evaluates its success.	- Analysis of user satisfaction and behavior
		- Essential for evaluating the success of information systems

Q531. What does performance measurement help determine in an information system, service, or resource?
a) How the system is used by employees
b) How the system is performing in comparison to a theoretical maximum
c) The cost-effectiveness of the system only
d) The time taken to complete each task in the system

Answer: b) How the system is performing in comparison to a theoretical maximum
Explanation: Performance measurement compares the current system's performance with an ideal or theoretical maximum to evaluate its effectiveness.

Q532. Which of the following is NOT typically a performance measurement technique for information systems?
a) Cost-benefit analysis measures
b) Decision analysis
c) Employee feedback surveys
d) Survey methods such as observation, interviews, and questionnaires

Answer: c) Employee feedback surveys
Explanation: While useful for organizational management, employee feedback surveys are not standard techniques for measuring performance in information systems. Common methods include

cost-benefit analysis, decision analysis, and survey methods.

Q533. What is Recall in information retrieval?
a) The measure of how efficiently the system delivers only the relevant items
b) The measure of how well the system retrieves all relevant items
c) The time taken by the system to deliver results
d) The number of non-relevant items retrieved

Answer: b) The measure of how well the system retrieves all relevant items
Explanation: Recall evaluates how effectively the system retrieves all the relevant items, without missing any.

Q534. What is Precision in information retrieval?
a) The total number of items retrieved by the system
b) The measure of how well the system retrieves relevant items only
c) The time taken by the system to retrieve relevant items
d) The proportion of irrelevant items in the retrieval

Answer: b) The measure of how well the system retrieves relevant items only
Explanation: Precision assesses the system's efficiency in delivering only the relevant items in response to a query.

Q535. Which ratio is frequently used in conjunction with Recall to measure the efficiency of a search?
a) Accuracy ratio
b) Precision ratio
c) Efficiency ratio
d) Relevance ratio

Answer: b) Precision ratio
Explanation: The Precision ratio is used alongside Recall to assess the effectiveness of a search, focusing on the relevance of retrieved items.

Q536. How does the Precision ratio affect user effort in retrieving relevant items?
a) The lower the precision ratio, the more effort the user needs to expend
b) The higher the precision ratio, the more effort the user needs to expend
c) The precision ratio has no effect on user effort
d) The higher the precision ratio, the less effort the user needs to expend

Answer: d) The higher the precision ratio, the less effort the user needs to expend
Explanation: A higher precision ratio means the search results are more relevant, reducing the user's effort in sifting through irrelevant results.

Q537. What is the main objective of performance measurement in information services and systems?
a) To assess customer satisfaction with the system
b) To compare the system's performance with a theoretical maximum
c) To evaluate the cost of resources used by the system
d) To measure the number of users interacting with the system

Answer: b) To compare the system's performance with a theoretical maximum
Explanation: Performance measurement helps evaluate how effectively a system operates compared to an ideal or theoretical maximum.

Q538. In which performance measurement technique is the precision ratio primarily used?
a) System analysis
b) Cost-benefit analysis
c) Information retrieval
d) Decision analysis

Answer: c) Information retrieval
Explanation: The precision ratio is mainly used

in information retrieval systems to measure the relevance of retrieved items.

Q539. How do the recall and precision ratios work together in information retrieval?
a) Recall focuses on how relevant the retrieved items are, while precision evaluates how many relevant items are returned
b) Recall measures how many relevant items are missed, while precision evaluates how many non-relevant items are retrieved
c) Recall evaluates how many irrelevant items are retrieved, while precision focuses on the number of errors in the system
d) Recall and precision are unrelated and measure different aspects of performance

Answer: b) Recall measures how many relevant items are missed, while precision evaluates how many non-relevant items are retrieved
Explanation: Recall measures how effectively relevant items are retrieved, while precision measures how accurately only relevant items are returned.

Q540. What type of method is primarily used in decision analysis for performance measurement?
a) Cost-benefit analysis
b) Direct observation
c) Mathematical modeling
d) Surveys and interviews

Answer: c) Mathematical modeling
Explanation: Decision analysis often involves mathematical modeling to evaluate the best decision-making process based on available data.

Cost-Effectiveness Analysis and its components:

Aspect	Description
Cost	Measure of resources expended on a service, expressed in financial terms.
Effectiveness	Measure of how well user needs is satisfied or how well the system's objectives are achieved, usually quantitatively assessed.
Benefit	Measures the true worth of services to users, often difficult to quantify due to the inability to compare a control group deprived of services.
Cost-Effectiveness	Relates the cost of a service/system to its effectiveness, aiming to improve either cost reduction or performance improvement.
Cost-Benefit	Relates costs to overall benefits, but measuring benefits can be challenging.
Cost-Performance-Benefit	Investigates the relationship between system costs, performance, and benefits, the most comprehensive method of cost-related evaluation.

Q541. What is the primary purpose of the Delphi Technique?
a) To collect data from multiple surveys
b) To create automated decision-making systems
c) To improve forecasts and decisions using collective human judgment
d) To analyze numerical data for collection evaluation

Answer: c) To improve forecasts and decisions using collective human judgment
Explanation: The Delphi Technique relies on the collective judgment of multiple informed individuals to enhance decision-making and forecasting.

Q542. How does the Delphi Technique address biases in decision-making?

a) By ignoring individual opinions
b) By relying on automated systems for decision-making
c) By aggregating judgments from multiple informed individuals
d) By focusing solely on quantitative data

Answer: c) By aggregating judgments from multiple informed individuals
Explanation: The Delphi Technique reduces individual biases by combining insights from a group of experts to generate a more balanced forecast or decision.

Q543. In which fields is the Delphi Technique commonly used?
a) Technology, education, and healthcare
b) Agriculture, sports, and entertainment
c) Technology, education, and other forecasting fields
d) Politics, history, and literature

Answer: c) Technology, education, and other forecasting fields
Explanation: The Delphi Technique is widely applied in areas requiring expert forecasting, such as technology and education.

Q544. What are the two main approaches to collection evaluation in libraries?
a) Quantitative and qualitative
b) Analytical and empirical
c) Financial and procedural
d) Statistical and theoretical

Answer: a) Quantitative and qualitative
Explanation: Collection evaluation methods in libraries are categorized into quantitative (e.g., size and expenditure) and qualitative (e.g., expert judgment and use analysis).

Q545. Which of the following is a quantitative method for evaluating library collections?
a) Analysis of in-library use
b) Expert judgment
c) List-checking methods
d) Current growth rate of the collection

Answer: d) Current growth rate of the collection
Explanation: Quantitative methods include numerical measures such as the collection's growth rate and size.

Q546. Which of these is NOT a method under qualitative collection evaluation?
a) Circulation statistics
b) List-checking against standard lists
c) Subjective evaluation by experts
d) Size of the collection by various categorization methods

Answer: d) Size of the collection by various categorization methods
Explanation: This is a quantitative method. Qualitative methods focus on expert judgment, list-checking, and usage analysis.

Q547. What is the significance of expenditure analysis in collection evaluation?
a) To determine the age of the collection
b) To evaluate the cost-effectiveness of the collection in relation to the budget
c) To identify popular materials in the collection
d) To assess the physical condition of the collection

Answer: b) To evaluate the cost-effectiveness of the collection in relation to the budget
Explanation: Expenditure analysis evaluates how financial resources are allocated to the collection in proportion to the library's total budget.

Q548. Which of the following describes the list-checking method in qualitative evaluation?
a) Counting the total items in the collection
b) Comparing the collection against standard lists of recommended materials
c) Measuring circulation statistics
d) Evaluating the growth rate of the collection

Answer: b) Comparing the collection against standard lists of recommended materials
Explanation: The list-checking method involves assessing the collection based on standard lists or benchmarks from other institutions.

Q549. What type of evaluation method is "analysis of in-library use"?
a) Quantitative
b) Financial
c) Qualitative
d) Procedural

Answer: c) Qualitative
Explanation: Analysis of in-library use is a qualitative approach that examines how users interact with the library's collection.

Q550. What is one key metric included in the quantitative evaluation of a library collection?
a) Subjective expert judgment
b) Number of volumes per capita
c) Relevance to user needs
d) Usefulness of list-checking

Answer: b) Number of volumes per capita
Explanation: Quantitative evaluation includes metrics such as the ratio of collection size to the library's user population.

the evaluation of retrieval systems and their components:

Aspect	Description	Evaluation Techniques
Evaluation of Bibliographic Search Systems	Techniques to assess relevance and adequacy of bibliographic systems through recall and precision.	Case study method, questionnaires, failure analysis.
Evaluation of Printed Indexes	Performance judged from the user's ability to retrieve required information.	Recall, precision, time spent on search.
Evaluation of Databanks	Includes numerical and factual databanks, assessed based on coverage, comprehensiveness, quality, accuracy, reliability, and access.	Recall, precision, case study approach.
Evaluation of Catalogues and In-House Databases	Focus on assessing operational databases like library catalogues for user satisfaction and quantitative performance.	Quantitative performance assessment, user studies, quality comparison, user reactions.
Evaluation of SDI Systems	Concerned with the relevance, recall, precision, cost-effectiveness, timeliness, uniqueness, and quality of information delivered.	Relevance/pertinence analysis, recall, precision, cost-effectiveness, ease of use.

Q551. Who is the author of *User-oriented Evaluation of Information Systems and Services*?

a) Jo Bryson
b) David Bawden
c) F.W. Lancaster
d) Peter Brophy

Answer: b) David Bawden
Explanation: David Bawden authored this work, focusing on user-centered evaluation of information systems and services.

Q552. *Management Information System and Decision Support Systems in Libraries* was written by:
a) G. Edward Evans
b) Peter Brophy
c) Ricky Griffin
d) Barbara B. Moran

Answer: b) Peter Brophy
Explanation: Peter Brophy authored this book, emphasizing management information and decision support systems in library environments.

Q553. The book *Effective Library and Information Centre Management* was published by:
a) Gower
b) Jaico Publishing House
c) Neal-Schuman Publishers
d) Prentice Hall

Answer: b) Jaico Publishing House
Explanation: This book by Jo Bryson is published by Jaico Publishing House, based in Bombay.

Q554. Which authors wrote *Management Basics for Information Professionals*?
a) Stephen P. Robbins and Ricky Griffin
b) G. Edward Evans, Patricia L. Ward, and Bendick Rugaas
c) David R. Hampton and Ricky Griffin
d) Peter Hernon and Jo Bryson

Answer: b) G. Edward Evans, Patricia L. Ward, and Bendick Rugaas
Explanation: This book provides foundational knowledge for managing information professionals.

Q555. Which edition of *Principles of Management* by Ricky Griffin was published in 2005?
a) 3rd
b) 4th
c) 5th
d) 7th

Answer: b) 4th
Explanation: The 4th edition of *Principles of Management* by Ricky Griffin was published in 2005.

Q556. The book *Organisational Behaviour and the Practice of Management* is authored by:
a) David R. Hampton et al.
b) E.E. Lawler and J.G. Rhode
c) F.W. Lancaster
d) Robert D. Stueart and Barbara B. Moran

Answer: a) David R. Hampton et al.
Explanation: This work is a foundational text on organizational behavior and management practices.

Q557. Who authored *The Measurement and Evaluation of Library Services*?
a) Peter Hernon
b) F.W. Lancaster
c) J. Woodward
d) Jo Bryson

Answer: b) F.W. Lancaster
Explanation: This book by F.W. Lancaster focuses on metrics and evaluation methods for library services.

Q558. The work *Information and Control in Organisations* was written by:
a) Reeves and Woodward

b) E.E. Lawler and J.G. Rhode
c) Stephen P. Robbins
d) David Bawden

Answer: b) E.E. Lawler and J.G. Rhode
Explanation: This book explores organizational behavior and information control.

Q559. *Management Information Systems* by James A. O'Brien and George Marakas is in which edition (2005)?
a) 5th
b) 6th
c) 7th
d) 8th

Answer: c) 7th
Explanation: The 7th edition of *Management Information Systems* was published in 2005.

Q560. Who wrote the journal article *Service Quality and Outcome Measures*?
a) Patricia L. Ward
b) Peter Hernon
c) J.G. Rhode
d) Stephen P. Robbins

Answer: b) Peter Hernon
Explanation: This article focuses on evaluating service quality and measuring outcomes in academic libraries.

Q561. *Library and Information Center Management* is authored by:
a) Robert D. Stueart and Barbara B. Moran
b) Peter Brophy and David R. Hampton
c) E.E. Lawler and J.G. Rhode
d) Jo Bryson

Answer: a) Robert D. Stueart and Barbara B. Moran
Explanation: This book is a widely used resource in library management education and practice.

Q562. The study of managerial control by Reeves and Woodward is part of which book?
a) *Industrial Organisation: Behaviour and Control*
b) *Organisational Behavior*
c) *Library and Information Center Management*
d) *Management Basics for Information Professionals*

Answer: a) *Industrial Organisation: Behaviour and Control*
Explanation: Reeves and Woodward's work on managerial control is included in this edited book by J. Woodward.

Unit 9

Organizational Behavior

Q563. What is the focus of the individual level of analysis in organizational behavior?
a) Group dynamics and roles
b) Organizational structure and events
c) Individual behaviors and interactions in a situation
d) Group status and decision-making

Answer: c) Individual behaviors and interactions in a situation
Explanation: At the individual level, the study focuses on understanding how individual behaviors and interactions occur within a given situation.

Q564. Which level of analysis in organizational behavior focuses on group dynamics and roles?
a) Organizational level
b) Individual level
c) Group level
d) Structural level

Answer: c) Group level
Explanation: The group level of analysis examines group dynamics, roles, and group interactions within an organization.

Q565. At which level of analysis are events analyzed within the context of the organizational structure?
a) Group level
b) Individual level
c) Organization level
d) Leadership level

Answer: c) Organization level
Explanation: The organization level of analysis involves understanding events that occur within the structure of the organization, including its policies, hierarchy, and culture.

Q566. The Hawthorne studies were conducted by which researcher?
a) George Elton Mayo
b) Fredrick Taylor
c) Abraham Maslow
d) Douglas McGregor

Answer: a) George Elton Mayo
Explanation: George Elton Mayo conducted the Hawthorne studies, which focused on human relations and motivation in the workplace.

Q567. The Hawthorne studies were carried out at which company?
a) General Motors
b) Western Electric Company
c) Ford Motor Company
d) IBM

Answer: b) Western Electric Company
Explanation: The Hawthorne studies were carried out at the Western Electric Company's Hawthorne Works in Chicago.

Q568. What was the main finding of the Hawthorne studies regarding productivity and illumination?
a) Productivity increased when illumination was increased but decreased when it was reduced.
b) Productivity remained unaffected by changes in illumination.
c) Productivity decreased regardless of changes in illumination.
d) Productivity increased when illumination was decreased.

Answer: b) Productivity remained unaffected by changes in illumination.
Explanation: In the Hawthorne studies, productivity increased regardless of whether illumination was increased or decreased, which led to the conclusion that factors other than physical conditions, such as human relations, influenced productivity.

Q569. The Hawthorne studies contributed to the development of which theory?
a) Scientific Management
b) Motivation Theory and Human Relations
c) Bureaucratic Management
d) Transactional Leadership Theory

Answer: b) Motivation Theory and Human Relations
Explanation: The studies contributed to the development of motivation theory and the human relations movement, emphasizing the importance of workers' psychological and social needs.

Q570. In which book did Douglas McGregor introduce Theory X and Theory Y?
a) *The Principles of Scientific Management*
b) *The Human Side of Enterprise*
c) *Motivation and Personality*
d) *Organizational Behavior*

Answer: b) *The Human Side of Enterprise*
Explanation: Douglas McGregor introduced Theory X and Theory Y in his book *The Human Side of Enterprise* in 1960.

Q571. Which of the following assumptions is part of Theory X?
a) People view work as natural as rest or play.
b) People must be coerced or controlled to put in necessary effort.
c) People have a high degree of creativity and ingenuity.

d) People seek responsibility under proper conditions.

Answer: b) People must be coerced or controlled to put in necessary effort.
Explanation: Theory X assumes that individuals dislike work and must be controlled or threatened to perform.

Q572. Which of the following reflects the pessimistic view of human nature presented by Theory X?
a) Employees can exercise self-direction if committed to objectives.
b) The average person dislikes responsibility and prefers security.
c) Employees have untapped intellectual potential.
d) Job satisfaction leads to organizational commitment.

Answer: b) The average person dislikes responsibility and prefers security.
Explanation: Theory X highlights the belief that most people prefer to avoid responsibility and value security over other aspects.

Q573. Which of the following assumptions belongs to Theory Y?
a) Average human beings inherently dislike work.
b) Control and punishment are the only ways to make people work.
c) Employees can exercise self-direction if committed to objectives.
d) People must be directed to achieve organizational goals.

Answer: c) Employees can exercise self-direction if committed to objectives.
Explanation: Theory Y assumes that employees are capable of self-direction and self-control when they are committed to their goals.

Q574. What is one of the key suggestions proposed by Theory Y?
a) Workers should be given repetitive tasks to ensure productivity.
b) Employees should be coerced into achieving organizational goals.
c) Management should create a conducive atmosphere for individual development.
d) Employees should always be directed and monitored closely.

Answer: c) Management should create a conducive atmosphere for individual development.
Explanation: Theory Y emphasizes fostering an environment where employees can grow and contribute creatively.

Q575. According to McGregor, which of the following can maximize an employee's motivation?
a) Strict monitoring and enforcement of rules.
b) Assigning repetitive and easy tasks.
c) Participation in decision-making and challenging jobs.
d) Offering financial incentives as the sole motivator.

Answer: c) Participation in decision-making and challenging jobs.
Explanation: McGregor highlighted that involving employees in decision-making and giving them meaningful work can enhance motivation and commitment.

Q576. Which assumption is *not* part of Theory Y?
a) Work is as natural as rest or play.
b) The average person prefers to avoid responsibility.
c) Job satisfaction leads to commitment.
d) Employees have untapped creative potential.

Answer: b) The average person prefers to avoid responsibility.
Explanation: This assumption is part of Theory X, which presents a more negative view of employees.

Q577. How does Theory Y view the intellectual potential of employees?
a) It is fully utilized in modern industrial life.
b) It is underutilized and can be developed further.
c) It is limited and insufficient for problem-solving.
d) It requires constant supervision to be effective.

Answer: b) It is underutilized and can be developed further.
Explanation: Theory Y suggests that modern industrial life often fails to fully utilize employees' intellectual potential.

Q578. What is the most basic level of needs in Maslow's hierarchy?
a) Safety needs
b) Physiological needs
c) Esteem needs
d) Social needs

Answer: b) Physiological needs
Explanation: Physiological needs, such as food, shelter, and water, are the most fundamental in Maslow's hierarchy and are essential for survival.

Q579. What type of needs are characterized by the desire for stability, freedom, and security in Maslow's hierarchy?
a) Social needs
b) Safety needs
c) Esteem needs
d) Self-actualization needs

Answer: b) Safety needs
Explanation: Safety needs include physical and mental safety, job security, and the removal of fear and anxiety.

Q580. Which level of Maslow's hierarchy involves the need for belongingness, acceptance, and friendship?
a) Esteem needs
b) Safety needs
c) Social needs
d) Self-actualization needs

Answer: c) Social needs
Explanation: Social needs refer to the human desire for affection, relationships, and a sense of belonging within a group.

Q581. What is the highest level in Maslow's hierarchy of needs?
a) Esteem needs
b) Self-actualization needs
c) Safety needs
d) Social needs

Answer: b) Self-actualization needs
Explanation: Self-actualization is the pinnacle of Maslow's hierarchy and involves achieving one's full potential and personal growth.

Q582. Which of the following is NOT a critique of Maslow's hierarchy of needs?
a) Needs often overlap.
b) No empirical substantiation was provided.
c) It is overly complex and difficult to understand.
d) The model is considered simplistic by some critics.

Answer: c) It is overly complex and difficult to understand.
Explanation: Maslow's model is criticized for being simplistic and for overlapping needs but is acknowledged for its simplicity and applicability in understanding human motivation.

Q583. According to McClelland's Three Needs Theory, which need reflects the desire for close interpersonal relationships?
a) Need for Achievement
b) Need for Power
c) Need for Affiliation
d) Need for Recognition

Answer: c) Need for Affiliation
Explanation: The need for affiliation reflects the desire to build friendly and close interpersonal relationships.

Q584. Which need in McClelland's theory is associated with the drive to excel and achieve standards?
a) Need for Affiliation
b) Need for Power
c) Need for Achievement
d) Need for Control

Answer: c) Need for Achievement
Explanation: The need for achievement is the drive to meet and exceed a set of standards or goals.

Q585. What does the Need for Power, as described in McClelland's theory, focus on?
a) Building interpersonal relationships
b) Being influential and impacting others
c) Meeting and exceeding performance standards
d) Finding intrinsic motivation in tasks

Answer: b) Being influential and impacting others
Explanation: The need for power reflects the desire to influence and make an impact within an organization.

Q586. Cognitive Evaluation Theory suggests that extrinsic rewards can reduce what type of motivation?
a) Achievement motivation
b) Intrinsic motivation
c) Power-driven motivation
d) Affiliation-based motivation

Answer: b) Intrinsic motivation
Explanation: According to the Cognitive Evaluation Theory, providing extrinsic rewards for performing an interesting task reduces the intrinsic interest in the task.

Q587. What is a key implication of the Cognitive Evaluation Theory for organizations?
a) Reward systems should solely focus on extrinsic rewards.
b) Managers must balance extrinsic and intrinsic rewards effectively.
c) Extrinsic rewards always enhance motivation.
d) Intrinsic rewards have no impact on task performance.

Answer: b) Managers must balance extrinsic and intrinsic rewards effectively.
Explanation: The theory highlights the importance of considering how extrinsic rewards can affect intrinsic motivation, guiding managers to design balanced reward systems.

Q588. According to Goal Setting Theory, what is considered a major source of work motivation?
a) Reinforcement
b) Equity in rewards
c) Intentions to work toward a goal
d) Avoidance of unpleasant consequences

Answer: c) Intentions to work toward a goal
Explanation: Edwin Locke proposed that setting and working toward clear goals is a significant motivator in performance.

Q589. Reinforcement Theory suggests that people are likely to repeat behaviors that lead to which type of consequence?
a) Negative
b) Neutral
c) Positive
d) Unpredictable

Answer: c) Positive
Explanation: According to the theory, behaviors that result in positive consequences are likely to be repeated, while those leading to unpleasant outcomes are avoided.

Q590. What does Equity Theory primarily focus on in the workplace?
a) Goal achievement
b) Balancing inputs and outcomes
c) Intrinsic motivation
d) Reinforcement of behavior

Answer: b) Balancing inputs and outcomes
Explanation: Equity Theory examines how individuals compare their inputs (effort, time) and outcomes (rewards) to those of others, aiming for fairness.

Q591. What is the term used in Equity Theory to describe the emotional state caused by perceived unfairness in the input-output ratio?
a) Equity Balance
b) Motivation Gap
c) Equity Tension
d) Input-Output Conflict

Answer: c) Equity Tension
Explanation: Equity Tension occurs when individuals perceive an imbalance between their inputs and the outcomes they receive compared to others.

Q592. Which theory is behavioristic and emphasizes conditioning through positive or negative consequences?
a) Goal Setting Theory
b) Reinforcement Theory
c) Equity Theory
d) Expectancy Theory

Answer: b) Reinforcement Theory
Explanation: Reinforcement Theory focuses on behavior being influenced by the consequences, encouraging repetition of positive outcomes and avoidance of negative ones.

Q593. Who proposed the Expectancy Theory in his book "Work and Motivation" in 1964?
a) Edwin Locke
b) Victor Vroom
c) Douglas McGregor
d) Clayton Alderfer

Answer: b) Victor Vroom
Explanation: Victor Vroom introduced the Expectancy Theory to explain motivation based on the expectation of desired outcomes.

Q594. Which interpersonal conflict situation involves both parties losing in the resolution process?
a) Win-win
b) Win-lose
c) Lose-lose
d) Negotiation-neutral

Answer: c) Lose-lose
Explanation: In a lose-lose approach, neither party achieves a satisfactory outcome, often resulting from compromise or external arbitration.

Q595. What is the primary characteristic of a win-win conflict resolution?
a) One party dominates while the other concedes
b) Both parties' needs are met, resulting in mutual rewards
c) Both parties fail to resolve the conflict
d) A mediator resolves the issue without input from the parties

Answer: b) Both parties' needs are met, resulting in mutual rewards
Explanation: The win-win approach ensures that both parties achieve satisfying outcomes, fostering collaboration and mutual benefit.

Q596. What is the primary focus of the Johari Window model?
a) Knowledge about oneself and others in interpersonal interactions
b) Motivation and goal-setting in organizations
c) Conflict resolution strategies in group settings
d) Reward systems for individual performance

Answer: a) Knowledge about oneself and others in interpersonal interactions
Explanation: The Johari Window, developed by Joseph Luft and Harry Ingham, helps improve self-awareness and understanding in two-person interactions.

Q597. In which interpersonal conflict situation does one party's gain come at the other's

expense?
a) Lose-lose
b) Win-lose
c) Win-win
d) Neutral-neutral

Answer: b) Win-lose
Explanation: In a win-lose conflict, one party achieves its goals while the other fails, often leading to competitive or adversarial dynamics.

Unit-10

Managerial Quality and Leadership

Q598. Which leadership theory involves studying the biographies of leaders like Churchill, Gandhi, and Lincoln to understand leadership qualities?
a) Trait Theory
b) Great Man Theory
c) Behavioral Theory
d) Contingency Theory

Answer: b) Great Man Theory
Explanation: The Great Man Theory focuses on analyzing the lives of notable leaders to gain insights into their leadership processes and qualities.

Q599. According to the Great Man Theory, leadership is viewed as:
a) A skill that can be learned by anyone
b) A rare, innate gift possessed by certain individuals
c) A situational quality dependent on the environment
d) A team effort driven by group dynamics

Answer: b) A rare, innate gift possessed by certain individuals
Explanation: The Great Man Theory posits that leadership is an inborn quality found only in exceptional individuals.

Q600. How does Trait Theory differ from the Great Man Theory?
a) It denies the idea that leaders are born
b) It focuses on identifying traits common among leaders
c) It emphasizes situational leadership styles
d) It advocates for democratic leadership principles

Answer: b) It focuses on identifying traits common among leaders
Explanation: Trait Theory builds on the Great Man Theory by identifying specific traits that effective leaders possess.

Q601. What does Laissez-faire leadership style emphasize?
a) Centralized planning and strict control
b) Active involvement in day-to-day operations
c) Non-interference and autonomy for subordinates
d) Collaborative decision-making with equal authority

Answer: c) Non-interference and autonomy for subordinates
Explanation: Laissez-faire leadership, also known as Free Rein, is characterized by minimal involvement from the leader, allowing team members to operate independently.

Q602. Which of the following best describes the philosophy behind Laissez-faire leadership?
a) "Lead by strict control and supervision"
b) "Allow individuals to act independently"
c) "Collaborate and make joint decisions"
d) "Emphasize achieving group harmony"

Answer: b) "Allow individuals to act independently"
Explanation: The Laissez-faire style is rooted in the philosophy of minimal interference, allowing individuals freedom to work on their own.

Q603. The Managerial Grid Theory was developed by:
a) Victor Vroom and Joseph Luft

b) Robert Blake and Jane Mouton
c) Fred Fiedler and Edwin Locke
d) Abraham Maslow and Douglas McGregor

Answer: b) Robert Blake and Jane Mouton
Explanation: Robert Blake and Jane Mouton proposed the Managerial Grid Theory, which maps leadership styles based on concern for people and production.

Q604. In the Managerial Grid, a leadership style represented as 1,1 refers to:
a) Authority-Obedience Management
b) Country Club Management
c) Impoverished Management
d) Organisation Man Management

Answer: c) Impoverished Management
Explanation: The 1,1 leadership style reflects minimal concern for both people and production.

Q605. What does the 9,9 position in the Managerial Grid represent?
a) Authority-Obedience Management
b) Team Management
c) Country Club Management
d) Impoverished Management

Answer: b) Team Management
Explanation: The 9,9 position represents high concern for both people and production, emphasizing mutual trust, respect, and commitment.

Q606. The leadership style described as "comfortable, friendly, with little concern for output" is:
a) 1,1 Impoverished Management
b) 9,1 Authority-Obedience
c) 1,9 Country Club Management
d) 5,5 Organisation Man Management

Answer: c) 1,9 Country Club Management
Explanation: This style prioritizes employee comfort and morale over production.

Q607. Which leadership style on the Managerial Grid attempts to balance work concerns with employee morale?
a) 1,1 Impoverished Management
b) 5,5 Organisation Man Management
c) 9,9 Team Management
d) 9,1 Authority-Obedience

Answer: b) 5,5 Organisation Man Management
Explanation: The 5,5 style seeks to maintain a balance between work performance and a satisfactory level of morale, making it a compromise.

Q608. The Situational Leadership Theory was developed by:
a) Paul Hersey and Kenneth Blanchard
b) Fred Fiedler and Victor Vroom
c) Robert Blake and Jane Mouton
d) Joseph Luft and Harry Ingham

Answer: a) Paul Hersey and Kenneth Blanchard
Explanation: The Situational Leadership Theory emphasizes that the most effective leadership style depends on the maturity of followers and situational demands, developed by Hersey and Blanchard.

Q609. The instrument developed by Hersey and Blanchard for measuring leadership effectiveness is called:
a) Leader-Member Exchange (LMX)
b) Leader Effectiveness and Adaptability Description (LEAD)
c) Leadership Potential Assessment Tool (LPAT)
d) Least Preferred Co-worker (LPC) Questionnaire

Answer: b) Leader Effectiveness and Adaptability Description (LEAD)
Explanation: The LEAD instrument evaluates leadership style and effectiveness as part of the Situational Leadership Theory.

Q610. Fiedler's Contingency Model suggests that effective leadership depends on:
a) Leader's personality only
b) Interaction between the leader's behavior and organizational factors
c) Task-focused leadership exclusively
d) High LPC scores in all situations

Answer: b) Interaction between the leader's behavior and organizational factors
Explanation: Fiedler's model asserts that group effectiveness is contingent on the match between the leader's style and situational factors.

Q611. In Fiedler's Contingency Model, the LPC (Least Preferred Co-worker) questionnaire measures:
a) Organisational culture
b) Followers' maturity level
c) Leadership needs (task or relationship-oriented)
d) Situational favorableness

Answer: c) Leadership needs (task or relationship-oriented)
Explanation: The LPC questionnaire identifies whether a leader prioritizes task achievement or interpersonal relationships.

Q612. According to Fiedler, leaders tend to focus on higher-order needs when:
a) The environment is harsh and threatening
b) The environment is pleasant
c) Followers have low maturity levels
d) Organizational goals are unclear

Answer: b) The environment is pleasant
Explanation: Leaders emphasize higher-order needs in favorable environments and shift focus to lower-order needs in harsh conditions.

Q613. The Life Cycle Theory of leadership emphasizes:
a) The leader's motivation and needs
b) The leader's style flexibility and situational diagnosis
c) The group's maturity and cohesion
d) Strict adherence to a single leadership style

Answer: b) The leader's style flexibility and situational diagnosis
Explanation: Life Cycle Theory focuses on the leader's ability to adapt their style based on the situation and accurately assess the needs of their team.

Q614. Life Cycle Theory identifies two key factors that shape a leader's style. These are:
a) Task orientation and decision-making
b) Relationship orientation and maturity
c) Task orientation and relationship orientation
d) Authority and trust-building

Answer: c) Task orientation and relationship orientation
Explanation: The theory suggests that a leader's effectiveness is determined by their balance of task-focused and relationship-focused behaviors.

Q615. The Path-Goal Theory of leadership was developed by:
a) Paul Hersey and Kenneth Blanchard
b) Robert House and M.G. Evan
c) Fred Fiedler and Rensis Likert
d) Edwin Locke and Victor Vroom

Answer: b) Robert House and M.G. Evan
Explanation: The Path-Goal Theory emphasizes how a leader's behavior influences subordinates' motivation and was proposed by House and Evan.

Q616. Path-Goal Theory is closely associated with which motivation theory?
a) Equity Theory
b) Expectancy Theory
c) Maslow's Hierarchy of Needs
d) Reinforcement Theory

Answer: b) Expectancy Theory
Explanation: Path-Goal Theory aligns with Vroom's Expectancy Theory, focusing on how leaders motivate subordinates to achieve goals.

Q617. Unlike Rensis Likert's Four Systems Theory, Path-Goal Theory suggests that a leader can:
a) Use a single system universally
b) Apply all four behaviors in different situations
c) Ignore subordinate motivation entirely
d) Prioritize personal goals over group goals

Answer: b) Apply all four behaviors in different situations
Explanation: Path-Goal Theory advocates using varied leadership behaviors based on situational demands, unlike Likert's theory, which favors System 4 exclusively.

Q618. According to Rensis Likert, which leadership style is characterized by a lack of confidence and trust, heavy use of fear and punishment, and decisions made at the top?
a) System 1 - Exploitative Autocratic
b) System 2 - Benevolent Autocratic
c) System 3 - Consultative
d) System 4 - Participative Team

Answer: a) System 1 - Exploitative Autocratic
Explanation: System 1 is marked by authoritarian control, fear, and little to no subordinate participation in decision-making.

Q619. In which leadership style does the leader take a paternalistic approach and reward employees for good performance, but with a relatively low level of trust?
a) System 1 - Exploitative Autocratic
b) System 2 - Benevolent Autocratic
c) System 3 - Consultative
d) System 4 - Participative Team

Answer: b) System 2 - Benevolent Autocratic
Explanation: System 2 is characterized by a paternalistic attitude where employees are rewarded for performance but still work under a low level of trust.

Q620. Which leadership style allows employees a considerable degree of freedom to make decisions and emphasizes the use of rewards rather than punishment?
a) System 1 - Exploitative Autocratic
b) System 2 - Benevolent Autocratic
c) System 3 - Consultative
d) System 4 - Participative Team

Answer: c) System 3 - Consultative
Explanation: System 3 allows more freedom for decision-making and promotes the use of rewards to motivate employees, fostering a more open and consultative environment.

Q621. Which of the following leadership styles is characterized by full involvement of employees in setting goals, making decisions, and a high degree of trust and confidence?
a) System 1 - Exploitative Autocratic
b) System 2 - Benevolent Autocratic
c) System 3 - Consultative
d) System 4 - Participative Team

Answer: d) System 4 - Participative Team
Explanation: System 4 involves full participation of employees in decision-making and goal-setting, fostering a high degree of trust, communication, and collaboration.

Q622. What concept does Likert's System 4, the Participative Team model, often relate to, where the leader links different groups within an organization?
a) Transformational Leadership
b) Theory X
c) Linking Pin Theory
d) Leadership Continuum Theory

Answer: c) Linking Pin Theory
Explanation: In System 4, the leader acts as a "linking pin" between groups, ensuring collaboration and communication across various levels of the organization.

Unit-11

Human Resource Planning and Development

Q623. Which of the following is NOT a key activity typically included in Human Resource Management (HRM)?
a) Equal employment opportunity programmes
b) Employee recruitment and selection
c) Product development
d) Career development and counseling

Answer: c) Product development
Explanation: Product development is a business function unrelated to HRM, which focuses on activities like recruitment, training, and performance evaluation.

Q624. Which HRM activity focuses on ensuring that employees receive fair compensation and benefits in exchange for their work?
a) Career development
b) Compensation and benefits
c) Labour relations
d) Safety and health

Answer: b) Compensation and benefits
Explanation: Compensation and benefits involve managing salaries, wages, bonuses, and benefits packages for employees.

Q625. What does HRM involve in terms of 'employee recruitment and selection'?
a) Organizing social events for employees
b) Hiring and orienting new employees
c) Providing performance feedback
d) Ensuring employee safety at the workplace

Answer: b) Hiring and orienting new employees
Explanation: Recruitment and selection involve attracting, choosing, and training new employees for roles within the organization.

Q626. Which of the following HRM activities involves providing training opportunities to improve employees' skills and performance?
a) Task analysis
b) Training and development
c) Work scheduling
d) Labour relations

Answer: b) Training and development
Explanation: Training and development focus on enhancing employees' abilities and skills to perform their jobs more effectively.

Q627. Which HRM activity is focused on maintaining a safe work environment and addressing any health issues related to the workplace?
a) Employee recruitment
b) Safety and health
c) Career development
d) Performance evaluation

Answer: b) Safety and health
Explanation: Safety and health involve ensuring the workplace is safe and that employees' health needs are addressed to minimize risks and injuries.

Q628. Which HRM function includes ensuring that employees adhere to organizational policies and standards of conduct?
a) Discipline, control, and evaluation of personnel function
b) Career development
c) Human resources planning
d) Labour relations

Answer: a) Discipline, control, and evaluation of personnel function
Explanation: This function ensures that employees follow rules and regulations, and includes evaluating their adherence to company standards and addressing any infractions.

Q629. What HRM activity involves analyzing the tasks and responsibilities required for specific job positions?

a) Task analysis
b) Career development
c) Labour relations
d) Employee orientation

Answer: a) Task analysis
Explanation: Task analysis involves examining the tasks, duties, and responsibilities that are part of a job role to ensure it is clearly defined and understood.

Q630. What is the primary focus of the macro approach in HRM?
a) Ensuring the right person is hired for the right job
b) Defining organizational objectives and creating strategies for execution
c) Providing training and development for employees
d) Handling personnel recruitment and selection

Answer: b) Defining organizational objectives and creating strategies for execution
Explanation: The macro approach in HRM is focused on defining the overall direction, objectives, and strategies of the organization, with input from line managers for implementation.

Q631. Which HRM approach focuses on implementing and executing activities and programs to achieve organizational goals?
a) Macro approach
b) Micro approach
c) Strategic approach
d) Organizational approach

Answer: b) Micro approach
Explanation: The micro approach is focused on the execution of HRM activities, including recruitment, skill development, and ensuring that the right person fits the right job to achieve organizational objectives.

Q632. What is a key function of the micro approach in HRM?
a) Establishing policy guidelines
b) Evolving strategies for executive actions
c) Personnel recruitment, selection, and placement
d) Defining organizational objectives

Answer: c) Personnel recruitment, selection, and placement
Explanation: The micro approach involves the day-to-day implementation of HRM practices, such as recruitment, skill development, and job placement to meet the organization's goals.

Q633. The macro approach in HRM involves which of the following?
a) Job analysis and task allocation
b) Defining policies, rules, and procedures for implementation
c) Distributing personnel to various units and divisions
d) Personnel training and development

Answer: b) Defining policies, rules, and procedures for implementation
Explanation: The macro approach focuses on setting up the larger structure of HRM, including defining organizational objectives, policies, and ensuring top management and line managers cooperate in executing them.

Q634. What is the purpose of task analysis, job analysis, and job description in the micro approach?
a) To define the organization's goals
b) To assess the overall performance of the organization
c) To ensure the right person fits the right job
d) To establish policies and strategies for implementation

Answer: c) To ensure the right person fits the right job
Explanation: These activities are part of the micro approach and aim to match the right person with the right job, which enhances work efficiency, output, and job satisfaction.

Q635. How does the micro approach contribute to job satisfaction in HRM?
a) By defining organizational policies
b) Through hands-on training and skill acquisition
c) By establishing task and job analysis
d) Through the participation of line managers in policy making

Answer: b) Through hands-on training and skill acquisition
Explanation: The micro approach contributes to job satisfaction by ensuring that employees develop the necessary skills and gain experience, which leads to higher engagement and satisfaction with their roles.

Q636. What does the macro approach to HRM primarily focus on?
a) Ensuring employees receive adequate training
b) Recruitment and placement of personnel
c) Defining the direction of the organization and formulating plans and strategies
d) Job analysis and specification

Answer: c) Defining the direction of the organization and formulating plans and strategies
Explanation: The macro approach focuses on high-level organizational strategies, policies, and ensuring alignment with the overall objectives of the company.

Q637. What is the primary purpose of job analysis?
a) To create a job specification
b) To study and collect information about the duties and responsibilities of a specific job
c) To design compensation packages for a job
d) To define organizational policies

Answer: b) To study and collect information about the duties and responsibilities of a specific job
Explanation: Job analysis is the process of studying and collecting detailed information about a job's operations and responsibilities, which is fundamental to preparing job descriptions and specifications.

Q638. Which of the following does a job description typically include?
a) Desired attributes of the person doing the job
b) Achievable results and reporting functions
c) Guidelines for employee training
d) Information about the work environment

Answer: b) Achievable results and reporting functions
Explanation: A job description provides a factual statement of the job's duties, including job identification, job summary, achievable results, and reporting-supervising functions.

Q639. What does a job specification describe?
a) The tools and equipment needed for a job
b) The minimum acceptable human qualities required to perform a job
c) The relationships with other employees
d) The company's organizational structure

Answer: b) The minimum acceptable human qualities required to perform a job
Explanation: A job specification describes the desired attributes of the person performing the job, including the necessary qualifications, skills, and experience to perform the job effectively.

Q640. Which of the following is NOT typically included in job specification?
a) Mental processes required for the job
b) Job context and other job characteristics
c) Job duties and responsibilities
d) Work output expected from the job

Answer: c) Job duties and responsibilities
Explanation: Job duties and responsibilities are typically part of the job description, not the job specification. Job specification focuses on the skills, qualities, and characteristics required to perform the job.

Q641. Job analysis, job description, and job specification are primarily used in which HRM

activities?
a) Employee training and development
b) Recruitment, selection, and placement
c) Compensation and benefits planning
d) Organizational development

Answer: b) Recruitment, selection, and placement
Explanation: These three processes provide the foundation for recruitment, selection, and placement, ensuring the right person is hired for the right job based on the job's requirements.

Q642. Which of the following is typically included in a job specification?
a) Achievable results for the job
b) Mental and physical processes required
c) Job summary and duties
d) Reporting relationships

Answer: b) Mental and physical processes required
Explanation: Job specification outlines the mental processes and physical characteristics necessary to perform the job, such as skills, aptitudes, and qualifications.

Q643. Job analysis, job description, and job specification together form the basis for which of the following?
a) Salary and compensation packages
b) Recruitment, selection, and placement
c) Employee performance appraisals
d) Organizational policy and procedure development

Answer: b) Recruitment, selection, and placement
Explanation: Together, these tools form the foundation for the recruitment process, helping to match job requirements with suitable candidates during the hiring process.

Recruitment and Selection Process

Step No.	Recruitment and Selection Process	Details
1	**Initiation**	Concerned line managers initiate the process to fill in posts.
2	**Advertisements**	Advertisements are placed in newspapers and professional journals. These include details of job types, number of posts, requirements, conditions, career prospects.
3	**Consultancy Agencies**	Agencies such as Employment bureaus, Placement agencies, Advertisement agencies, and Personnel consultants help in recruitment and selection for a fee.
4	**Campus Interviews**	Personnel managers visit educational and training institutions to conduct campus interviews and select young

		candidates for responsible positions.
5	**Screening Applications**	Personnel departments screen applications to shortlist candidates for interviews. Written tests may also be conducted for shortlisting.
6	**Personal Interviews/Assessment**	Personal interviews or other methods are conducted to assess the suitability of candidates for various positions.

Induction and Deployment

Step No.	Induction and Deployment Process	Details
1	**Induction**	Proper induction ensures employees feel welcomed and understand the organization's values and objectives. Many libraries/information centers neglect this.
2	**Deployment**	After induction, employees are assigned to roles where they fit best based on their skills, responsibilities, and ability to work in teams.
3	**Deployment Considerations**	Careful deployment is critical to avoid conflicts and ensure the effectiveness of personnel.

Personnel Development

Step No.	Personnel Development Process	Details
1	**Performance Appraisal**	Regular performance appraisals are essential for understanding staff strengths and areas for improvement.
2	**Training and Development**	Staff training and development are integral to achieving organizational growth and targets.
3	**Changing Perspectives and Attitudes**	Shaping the perspectives and attitudes of employees to align with organizational goals is an important part of personnel development.
4	**Communication**	Effective communication fosters a positive work environment and enhances productivity.

Q644. What is the primary purpose of performance appraisal?

a) To evaluate an employee's performance in relation to established standards
b) To assess the mental capabilities of employees
c) To determine salary adjustments based on tenure
d) To establish training requirements for employees

Answer: a) To evaluate an employee's performance in relation to established standards
Explanation: Performance appraisal systematically evaluates an individual's job-related strengths and weaknesses, comparing actual performance to predefined standards to assess if it meets expectations.

Q645. Which of the following is NOT typically a purpose of performance appraisal?
a) Performance improvement
b) Determining employee compensation
c) Organizational concerns like communication and manpower planning
d) Hiring new employees

Answer: d) Hiring new employees
Explanation: Performance appraisals are used for purposes such as performance improvement, determining remuneration, promotions, and organizational concerns, but hiring new employees is not part of the appraisal process.

Q646. In the context of performance appraisal, how is qualitative performance typically measured?
a) Through work output and turnover
b) Using numerical data only
c) By analyzing personnel qualities and behaviors
d) Based on external factors like market conditions

Answer: c) By analyzing personnel qualities and behaviors
Explanation: Qualitative performance is measured through accepted yardsticks of personnel qualities, disposition, behavior patterns, and other subjective criteria.

Q647. Which of the following best describes training in an organizational context?
a) A process of acquiring general knowledge through formal education
b) Learning how to execute plans and tasks through practical application
c) A method for assessing employees' performance
d) A process for developing managerial skills for promotion

Answer: b) Learning how to execute plans and tasks through practical application
Explanation: Training focuses on practical education, enabling employees to learn skills or techniques to perform tasks effectively in their roles.

Q648. What is the main difference between education and training?
a) Education is more focused on practical application, while training is theoretical
b) Education develops general and special abilities, while training focuses on learning to practice specific skills
c) Training involves learning theoretical knowledge, while education teaches how to perform tasks
d) Education is for senior-level positions, while training is for junior-level positions

Answer: b) Education develops general and special abilities, while training focuses on learning to practice specific skills
Explanation: Education helps individuals develop intellectual capabilities and theories, while training is more focused on practical, hands-on experience to apply methods and techniques in specific tasks.

Q649. Which of the following best describes development in the context of training and development?
a) Learning a new skill for current responsibilities
b) Preparation for future responsibilities and

greater roles
c) Acquiring knowledge for immediate application
d) Adapting to technological changes in the industry

Answer: b) Preparation for future responsibilities and greater roles
Explanation: Development is the method of preparing individuals to take on responsibilities that are beyond their current roles, focusing on long-term growth and career advancement.

Q650. In training and development, what is crucial for effective learning?
a) Using only formal classroom-based learning
b) Motivation, understanding the relevance of learning, and the capacity to absorb knowledge
c) Immediate financial rewards for successful learning
d) Only senior employees need training and development

Answer: b) Motivation, understanding the relevance of learning, and the capacity to absorb knowledge
Explanation: Effective learning requires motivation, an understanding of the relevance of the learning to personal or organizational goals, and the capacity to learn from experience.

Q651. What is the focus of training in the field of library and information studies?
a) Learning programming languages for database management
b) Changing perceptions, attitudes, and approaches in handling information
c) Focusing on the marketing strategies of the library
d) Acquiring hardware skills for running a library system

Answer: b) Changing perceptions, attitudes, and approaches in handling information
Explanation: Training in library and information studies focuses on changing attitudes and perceptions to effectively handle knowledge and information, with an emphasis on the evolving needs of the information industry.

Employment Planning Techniques

Step No.	Technique	Details
1	**Expert-Estimate Technique**	An expert forecasts employment needs based on personal experience and intelligent guess. Effectiveness increases when combined with the Delphi technique.
2	**Delphi Technique**	A forecasting method involving intensive questioning through a series of questionnaires to achieve a consensus from experts without direct meetings.
3	**Trend Projection Technique**	Forecasting based on past relationships between employment-related factors and staff, using historical data to estimate future staff needs.
4	**Modelling Technique**	Uses sophisticated forecasting methods like Markov models and regression analysis, relating one or more factors to estimate staff requirements.
5	**Unit Demand Forecasting Technique**	A bottom-up approach where unit forecasts are summed up by top management to project total employment needs, focusing on job requirements and staff quality.

6	**Quality Circles (QCs)**	Small employee groups working together to discuss and agree on ways to improve quality, productivity, and working arrangements.

HRD Concepts and Systems

Step No.	Concept/System	Details
1	**Individual Employee**	HRD focuses on individual development in three aspects: self-management, competence building, and advancement to contribute maximally to organizational growth.
2	**Role**	Role is the position an employee occupies, based on expectations from significant individuals. Key aspects: optimum stress, linkages, and autonomy.
3	**Dyad**	The relationship between an employee and supervisor forms the foundation of the organizational structure. Key aspects: trust, mutuality, and communication.
4	**Team**	Teamwork is essential for organizational success. Key ingredients: cohesion and resource utilization.
5	**Inter Team**	Cooperation between different teams (within sections, departments) is necessary to achieve corporate goals.
6	**Organisation**	An organization must be dynamic and responsive to changes. Key aspects: growth, impact, and self-renewal.
7	**Appraisal System**	Appraisal focuses on three aspects: performance, potential, and performance coaching. Performance appraisal is common, but potential and coaching often receive less focus.
8	**Career Systems**	Focuses on the advancement of employees within the organization. Key aspects: career development plans, planning, and monitoring.
9	**Training System**	A widely used system for building staff skills. Key areas: types of training, in-house or external training, evaluation, and

		utilization of training.
10	**Work Systems**	Focuses on work-related issues at all levels. Key areas: task analysis, quality of work life, productivity, and quality of products and services.
11	**Cultural System**	Developing organizational culture through appropriate climate and communication. Key areas: top-down, bottom-up, horizontal, circular, and external communication.

Unit-12

Budgeting and Types

Q652. What is a key advantage of developing a multi-tier budget for a library?
a) It ensures that the top-most tier is always approved
b) It provides a range of service levels with corresponding costs, showing flexibility in requests
c) It avoids the need for budget analysis
d) It focuses on only the minimum core services required for the library

Answer: b) It provides a range of service levels with corresponding costs, showing flexibility in requests
Explanation: A multi-tier budget allows the librarian to present different service levels, showing flexibility and providing options, which increases the chances of getting the budget approved at a reasonable level.

Q653. Why should a librarian avoid recommending the top-most tier in a multi-tier budget?
a) The top-most tier is always overestimated
b) The top-most tier is likely to be rejected by management
c) The top-most tier is unnecessary for library services
d) It would cost more than the library can afford

Answer: b) The top-most tier is likely to be rejected by management
Explanation: Recommending the top-most tier can lead to disappointment as it is often rejected due to its high cost. A more realistic tier is recommended to increase the chances of approval.

Q654. When comparing the proposed budget with the current level of service, what is typically the reason for the increase in funds?
a) The introduction of new services
b) An increase in the salary budget
c) Inflation and price increases for books and subscriptions
d) A decrease in the number of staff

Answer: c) Inflation and price increases for books and subscriptions
Explanation: The increase in the budget is often due to inflation and rising costs of books, periodicals, and other resources, as well as necessary increases in fixed costs like salaries.

Q655. What could happen if the library does not receive additional funds?
a) The library can eliminate all fixed costs to balance the budget
b) No change in services will occur
c) The library might have to reduce services due to rising costs in fixed and variable expenses
d) The library will reduce its operational costs significantly

Answer: c) The library might have to reduce services due to rising costs in fixed and variable expenses

Explanation: Without additional funds, the library may face cuts in services because fixed costs like salaries continue to rise, and variable costs like books and subscriptions may have to be reduced.

Q656. What is the rationale behind presenting a comparison of current and proposed budgets?
a) To show that the proposed budget includes only new services
b) To emphasize that the current budget is adequate without any changes
c) To demonstrate that the majority of the requested funds are for maintaining current services, not for new ones
d) To focus only on the costs of new services

Answer: c) To demonstrate that the majority of the requested funds are for maintaining current services, not for new ones
Explanation: By comparing the current and proposed budgets, the librarian can show that most of the increased funds are necessary to maintain existing services, rather than introducing new services.

Q657. What might be the consequence if the library management does not approve additional funds for the budget?
a) New services will be implemented immediately
b) The library will run its services at a loss
c) Existing library services will be scaled back to fit the available budget
d) The librarian can reduce fixed costs like staff salaries

Answer: c) Existing library services will be scaled back to fit the available budget
Explanation: Without additional funds, the library may have to cut back on existing services, as fixed costs like salaries cannot be reduced, and variable costs like books and subscriptions may be cut.

Unit-13

Budgeting Control System

Q658. What is the primary purpose of a budget in an organization?
a) To determine the overall direction of the organization
b) To track the success of marketing strategies
c) To plan and control expenditure and revenue for a specific period
d) To evaluate employee performance

Answer: c) To plan and control expenditure and revenue for a specific period
Explanation: The main purpose of budgeting is to plan and control how money is spent and how revenue is generated within a set period, ensuring the organization's financial goals are met.

Q659. What is the common denominator used in budgeting to express both financial and non-financial terms?
a) Percentage
b) Time
c) Rupee
d) Dollar

Answer: c) Rupee
Explanation: In budgeting, the common denominator used to quantify plans, both financial and non-financial, is the Rupee, which allows for consistent expression and measurement of resources.

Q660. What role does a budget serve for an information center manager?
a) It acts as a guide to direct management actions and track progress
b) It serves as a tool to reduce all expenditures
c) It focuses solely on increasing revenue
d) It provides a platform for evaluating staff performance

Answer: a) It acts as a guide to direct management actions and track progress
Explanation: A budget is a tool for the information center manager, providing a roadmap

to guide actions, measure progress, and highlight variations from the plan.

Q661. What is the key characteristic of a budget that aids in financial control?
a) It tracks only the incoming revenue
b) It helps in evaluating operational performance and suggesting corrective actions
c) It eliminates all fixed costs
d) It focuses only on new projects and services

Answer: b) It helps in evaluating operational performance and suggesting corrective actions
Explanation: A budget is used as a financial control tool to evaluate the performance of operations, highlight deviations, and implement corrective actions when necessary.

Q662. What is one of the challenges faced by those working with budgets?
a) The inability to increase the budget annually
b) The requirement to justify all expenditures and handle budget cuts
c) The luxury of working without financial restrictions
d) The freedom to allocate funds without limitations

Answer: b) The requirement to justify all expenditures and handle budget cuts
Explanation: One of the challenges of budgeting is that all expenditures must be justified, and unexpected cuts or fluctuations in the budget must be managed effectively.

Q663. How does a budget support the planning process within an organization?
a) By increasing profits without addressing costs
b) By providing a quantitative plan of action and tracking progress
c) By ensuring that there are no limitations on resource usage
d) By reducing the need for detailed financial planning

Answer: b) By providing a quantitative plan of action and tracking progress
Explanation: A budget provides a clear, quantifiable plan and acts as a tool for tracking progress towards achieving financial goals, helping in proper planning and adjustments where necessary.

Unit-14

Costing Techniques

Q664. What is the primary purpose of costing in an organization?
a) To track revenue and profits
b) To estimate the cost of producing a product, providing a service, or operating a department
c) To forecast future market trends
d) To manage employee salaries

Answer: b) To estimate the cost of producing a product, providing a service, or operating a department
Explanation: Costing is used to estimate the expenses involved in producing a product, providing services, or managing operations within an organization.

Q665. How does Bob McKee define costing?
a) As a process of budgeting for a company's future needs
b) As a method for recording financial transactions
c) As the analysis of costs, often at the unit level, to allocate expenditure to specific activities
d) As a way to control an organization's overall expenses

Answer: c) As the analysis of costs, often at the unit level, to allocate expenditure to specific activities
Explanation: Bob McKee defines costing as a process of analyzing costs in detail, often at the level of unit cost, to allocate expenditure effectively to different areas of activity.

Q666. What does cost accounting primarily involve according to Jain and Narang?
a) Forecasting future market trends
b) The classifying, recording, and allocation of expenditure for determining costs
c) Tracking employee productivity
d) Analyzing revenue streams

Answer: b) The classifying, recording, and allocation of expenditure for determining costs
Explanation: Jain and Narang define cost accounting as involving the classification, recording, and allocation of expenditure to determine the costs of products or services and provide data for management control and guidance.

Q667. What does costing aim to achieve in an organization?
a) Maximizing profit at the expense of quality
b) Identifying the full cost of a process or action at a detailed level
c) Minimizing expenses without assessing their impact on quality
d) Estimating revenue growth over time

Answer: b) Identifying the full cost of a process or action at a detailed level
Explanation: Costing aims to identify the full, detailed cost of a process or action, enabling better management and allocation of resources within the organization.

Q668. According to the Encyclopaedia Britannica (1974), what does costing help an organization obtain?
a) Expenditure trends for the next quarter
b) Estimates for producing a product, providing a service, or performing a function
c) A breakdown of the revenue per employee
d) Information on global market competition

Answer: b) Estimates for producing a product, providing a service, or performing a function
Explanation: Costing helps organizations obtain estimates for various activities, including product production, service provision, and departmental operations.

Elements of Cost

Step No.	Element	Details
1	**Material Cost**	The cost of materials used to provide a product or service. Direct material costs can be assigned to specific physical units (e.g., paper, packaging).
2	**Labour Cost**	The cost of human effort needed for preparing information products or providing services.
3	**Expenses**	Expenses can be direct or indirect. Direct expenses can be allocated to specific cost centres.
4	**Capital Cost**	The cost that affects the total cost of a product, service, or activity. Includes investments in long-term assets.

Classification of Costs

Step No.	Cost Type	Details
1	**Fixed Costs**	Costs that remain constant despite fluctuations in output (e.g., management salary, administrative overheads).
2	**Variable Costs**	Costs that change in direct proportion to the volume of output (e.g., direct

		materials, electricity, wages).
3	**Semi-Variable Costs**	Costs that remain constant within a given range of activity but can change with a certain increase (e.g., depreciation, repairs).
4	**Step Costs**	Costs that remain fixed over a range of activity and then jump to a new level (e.g., salary of additional staff).

Components of Total Cost

Step No.	Component	Details
1	**Prime Cost**	Direct material, direct labor, and direct expenses. Known as basic cost.
2	**Production Cost**	Prime cost + indirect material, indirect labor, and indirect expenses.
3	**Office Cost**	Office and administrative overheads, services, and distribution costs.
4	**Total Cost of a Cost Centre**	Prime cost + production cost + office cost + distribution costs. Represents cost of an activity, service, or product in the library.

Depreciation Calculation Methods

Step No.	Method	Details
1	**Straight-Line Method**	Depreciation is spread evenly over the useful life of the asset.
2	**Sum-of-Years Method**	Depreciation is calculated more in the initial years and less in the later years. The sum of years is used to determine the allocation.
3	**Example Calculation**	Purchase price: Rs. 1,00,000, Salvage price: Rs. 10,000, Useful life: 5 years. Total depreciation = Rs. 90,000.

Cost of an Employee Calculation

Step No.	Formula	Explanation
1	**D = A - (W + H + L)**	Calculation for productive days in a year (D). A = annual days (365), W = weekends, H = holidays, L = leave availed.
2	**Example**	A = 365, W = 104 (weekends), H = 16 (holidays), L = 40 (leave), D = 365 - (104 + 16 + 40) = 205 productive days.

Costing of an Online Search

Cost Type	Details	Example/Items
Materials - Indirect	Capital and materials that contribute to the infrastructure and maintenance of the library's online	Microcomputer, Communication software, Modem, Printer, Voltage stabilizers, System manuals, Thesauri, Furniture, Computer paper, Computer ribbons, Office stationery

	search service.	(for billing, correspondence).
Labour - Indirect	Costs related to staff involved in managing, supporting, and coordinating the online search.	Coordinator/Manager, Searcher, Supporting staff, Security.
Expenses - Indirect	Expenses that are necessary for training, promoting, and maintaining the online search service.	Telephone line, Staff training, Travel for training, Promotional expenses (literature, online demonstrations, complimentary searches), Annual Maintenance Contracts.
Expenses - Direct	Costs directly related to conducting the online search, including connectivity and data retrieval.	Connect time, Telecommunication (call charges, data transfer charges), Citation (downloading charges).
Prime Cost	The sum of direct material costs, direct labour, and direct expenses associated with the online search.	Direct costs from the above categories (direct expenses like connect time and telecommunication) .
Production Cost	Prime cost + indirect material costs + indirect labour costs + indirect expenses, apportioned per search and annually calculated.	Includes indirect materials, labour, and expenses (annualized and apportioned).
Total Cost of Search	Production cost + information distribution (mailing) cost + apportioned administrative overheads of the library.	Mailing cost for distributing results and other library overheads (admin costs).

Steps to Calculate the Total Cost of a Search:

1. **Prime Cost**: Add direct material, direct labour, and direct expenses.
2. **Production Cost**: Include indirect materials, indirect labour, and indirect expenses, and apportion them per day/year for the online search.
3. **Total Cost of Search**: Add production cost to information distribution costs and administrative overheads.

Unit-15

Cost Analysis

Q678. What is the primary purpose of cost analysis?
a) To create a profit margin
b) To study the impact of taxes on costs
c) To serve as the basic tool for other descriptive

and analytical cost studies
d) To predict future costs based on historical data

Answer: c) To serve as the basic tool for other descriptive and analytical cost studies
Explanation: Cost analysis is the fundamental tool in cost studies, helping in budgeting, performance measurement, and guiding further analysis.

Q679. What can data derived from cost analysis be used for?
a) Predicting market trends
b) Accounting, budgeting, and performance measurement
c) Enhancing employee productivity
d) Determining sales prices for products

Answer: b) Accounting, budgeting, and performance measurement
Explanation: The data from cost analysis helps in carrying out procedures related to accounting, budgeting, and measuring performance effectively.

Q680. What is a key characteristic of a sound budget presentation?
a) High estimated profits
b) Underlying cost analysis of different alternatives
c) Focus on reducing taxes
d) Detailed marketing strategies

Answer: b) Underlying cost analysis of different alternatives
Explanation: A well-prepared budget typically relies on cost analysis to present different alternatives and make informed decisions.

Q681. Which of the following is a key approach used in cost analysis?
a) Cost inflation
b) Cost effectiveness
c) Sales forecasting
d) Market competition

Answer: b) Cost effectiveness
Explanation: Cost effectiveness is one of the key approaches in cost analysis, focusing on achieving the desired results with minimal expenditure.

Q682. What does cost-benefit analysis focus on?
a) Comparing costs against expected benefits
b) Estimating long-term costs only
c) Maximizing the profits without considering costs
d) Analyzing the number of employees involved in production

Answer: a) Comparing costs against expected benefits
Explanation: Cost-benefit analysis compares the costs involved in a project or decision to the expected benefits to determine its overall value.

Q683. What does a cost-utility analysis assess?
a) The utility or value of a product compared to its cost
b) How to minimize taxes
c) The effectiveness of advertising strategies
d) The costs of employee benefits

Answer: a) The utility or value of a product compared to its cost
Explanation: Cost-utility analysis evaluates the utility or benefit derived from a product or service in relation to its cost.

Q684. What does a cost-feasibility analysis help determine?
a) The long-term impact of market changes
b) Whether a project or service is financially viable
c) How much profit a company can expect to make
d) The demand for a product or service

Answer: b) Whether a project or service is financially viable
Explanation: Cost-feasibility analysis helps

assess whether the costs of a project or service are feasible within the available financial resources.

Steps in Cost Analysis

Step	Description	Examples
1. Identification and Quantification of the Process	The process to be analyzed must be clearly named and isolated for tracking throughout the accounting process.	Example: Acquisition process, Circulation process, etc.
2. Division of the Process into Smaller Component Steps	After identifying the process, it is broken down into smaller, manageable units to facilitate easier analysis.	Example: Acquisition process → Book selection, Ordering, Purchase, Accession
3. Determination of Resource Requirements for Each Step	Identify the resources needed for each step of the process. Four general resource types: manpower, supplies, supervision, and equipment.	Example: Resources for "Book selection" → Staff (manpower), Budget (supplies), Library Manager (supervision), Computer systems (equipment)
4. Identification of Time and Volume for a Process and Relate It to Cost	Quantify the process in terms of time or volume of work done to relate it to the associated cost.	Example: Time spent on "Ordering books" → 5 hours per week, Volume → 100 books per month
5. Cost Analysis and Alternates	Scrutinize the activities involved in the process and explore alternate methods to compare costs and benefits of different approaches.	Example: Analyzing alternative methods for book procurement (Online vs. traditional methods)

Short Notes

Cost Benefit Analysis (CBA)

- **Definition**: CBA evaluates alternatives by comparing their costs and benefits, both expressed in monetary terms.
- **Purpose**: Helps to determine whether the benefits of a project or service outweigh the costs, and assists in deciding whether to proceed with the project.
- **Focus**: Social costs and benefits.
- **Outcome**: Measures the value of costs and benefits of each alternative to make an informed decision.

Cost Utility Analysis (CUA)

- **Definition**: CUA compares alternatives in terms of their costs and the utility (satisfaction or benefits) derived from them.
- **Purpose**: It uses both **quantitative** and **qualitative** data to assess the effectiveness

of alternatives, particularly when subjective judgments are involved.

- **Appropriate Use**: When assessing the potential outcomes of library services, such as user satisfaction or qualitative benefits, that cannot easily be measured in monetary terms.
- **Outcome**: Provides insights on the effectiveness of alternatives based on perceived or estimated utility.

Cost Feasibility Analysis (CFA)

- **Definition**: CFA focuses solely on estimating whether the cost of alternatives fits within the available budget or resources.
- **Purpose**: Determines whether any given alternative can be considered based on its cost alone, without evaluating its benefits or outcomes.
- **Appropriate Use**: This is used early in the decision-making process to filter out alternatives that exceed budget constraints.
- **Outcome**: Only assesses if an alternative is financially viable and does not consider which alternative offers the best overall value.

Q685. What is the primary purpose of cost-benefit analysis?
a) To evaluate social costs and benefits in monetary terms
b) To minimize the cost of production
c) To calculate employee salaries
d) To assess employee productivity

Answer: a) To evaluate social costs and benefits in monetary terms
Explanation: Cost-benefit analysis evaluates the costs and benefits of alternatives in monetary terms to help decide whether to proceed with a project.

Q686. Which of the following is a key characteristic of cost-utility analysis?
a) It focuses on monetary measurements only
b) It uses only quantitative data for decision-making
c) It combines both qualitative and quantitative data for evaluation
d) It solely measures production costs

Answer: c) It combines both qualitative and quantitative data for evaluation
Explanation: Cost-utility analysis incorporates both qualitative and quantitative data, making it suitable for subjective assessments, such as evaluating library services.

Q687. What is the primary focus of cost-feasibility analysis?
a) Estimating the social impact of a project
b) Determining whether the cost of an alternative is within available resources
c) Measuring the utility of a project or service
d) Analyzing long-term profit from a project

Answer: b) Determining whether the cost of an alternative is within available resources
Explanation: Cost-feasibility analysis focuses on assessing whether the cost of an alternative is within the available budget or resources for further consideration.

Q688. Which of the following approaches uses only the cost factor for analysis?
a) Cost utility analysis
b) Cost feasibility analysis
c) Cost-benefit analysis
d) Cost-effective analysis

Answer: b) Cost feasibility analysis
Explanation: Cost feasibility analysis only considers the cost factor to determine if an alternative is financially viable, without analyzing the results or benefits of that alternative.

Q689. When is cost-utility analysis most appropriate?
a) When only quantitative data is available
b) When evaluating the financial profitability of a project
c) When assessing subjective outcomes, such as library service effectiveness
d) When comparing costs against profits in a business setting

Answer: c) When assessing subjective outcomes, such as library service effectiveness
Explanation: Cost-utility analysis is useful when subjective assessments, like the effectiveness of library services, need to be evaluated alongside costs.

Q690. What does cost-benefit analysis primarily help in deciding?
a) The most cost-effective way to reduce employee salaries
b) Whether to proceed with a project based on its costs and benefits
c) The best way to increase production efficiency
d) How to reduce operational costs

Answer: b) Whether to proceed with a project based on its costs and benefits
Explanation: Cost-benefit analysis helps determine if the benefits of a project outweigh its costs, aiding in the decision of whether to proceed.

Q691. What is the focus of the first stage in cost analysis, "Costing of the Input"?
a) Identifying the labour time expended
b) Calculating the fixed costs
c) Establishing the costs of various inputs like labour and materials
d) Summing up the output costs

Answer: c) Establishing the costs of various inputs like labour and materials
Explanation: The costing of the input involves identifying and establishing the costs of various inputs (labour, materials, etc.) required for the process.

Q692. What is the primary concern during the "Costing of the Throughput" stage in cost analysis?
a) Monitoring and assessing the performance of the process using input cost data
b) Calculating fixed costs
c) Measuring the output productivity
d) Establishing the minimum cost of a process

Answer: a) Monitoring and assessing the performance of the process using input cost data
Explanation: During the throughput stage, cost indices are prepared based on input cost data to monitor and assess the performance of the production process.

Q693. In which stage of cost analysis are the input and throughput costs summed up to calculate the total cost?
a) Costing of the Input
b) Costing of the Throughput
c) Costing of the Output
d) Cost measurement

Answer: c) Costing of the Output
Explanation: Output costing is the final stage of cost analysis where the costs of input and throughput are summed up, along with considering productivity and volume of production.

Q694. Which method of cost analysis involves measuring the actual work done during production?
a) Estimation or ingredient method
b) Work measurement
c) Costing of the Input
d) Output costing

Answer: b) Work measurement
Explanation: Work measurement is a method of cost analysis where the actual work done during production is measured to determine its associated costs.

Q695. What does the "Costing of the Output" stage help in determining?
a) The price of a process and its performance
b) The fixed costs of the process
c) The labour cost for a given process
d) The throughput cost only

Answer: a) The price of a process and its performance
Explanation: Output costing helps in determining the final price of the process and assessing its overall performance based on the input and throughput costs.

Q696. Which of the following methods of cost analysis involves estimating the required resources for a process?
a) Work measurement
b) Estimation or ingredient method
c) Costing of the Throughput
d) Costing of the Input

Answer: b) Estimation or ingredient method
Explanation: The estimation or ingredient method involves estimating the resources required for a process, rather than measuring the actual work done.

Unit-16

Information as a Marketable Commodity

Q697. According to Philip Kotler, what is the main purpose of marketing?
a) Selling and promotion only
b) Achieving organizational objectives through voluntary exchanges
c) Developing new products
d) Identifying target customers

Answer: b) Achieving organizational objectives through voluntary exchanges
Explanation: Philip Kotler defines marketing as the analysis, planning, implementation, and control of programs designed to achieve organizational objectives through voluntary exchanges with target markets.

Q698. What does marketing heavily rely on, according to Philip Kotler's definition?
a) Promotion and advertising
b) Effective pricing, communication, and distribution
c) Expanding market share
d) Manufacturing processes

Answer: b) Effective pricing, communication, and distribution
Explanation: Kotler emphasizes that marketing relies heavily on designing the organization's offerings in line with target market needs and desires, using effective pricing, communication, and distribution methods.

Q699. What is the basic concept of marketing according to the text?
a) Selling and promoting a product
b) Analysis, planning, implementation, and control of programs for voluntary exchanges
c) Manufacturing and product development
d) Distribution of products

Answer: b) Analysis, planning, implementation, and control of programs for voluntary exchanges
Explanation: The basic concept of marketing is focused on the analysis, planning, implementation, and control of carefully formulated programs to bring about voluntary exchanges for achieving organizational objectives.

Q700. What is necessary to determine if information is a marketable commodity?
a) Understanding the features of information as a commodity
b) Examining the promotion strategies of information
c) Developing a marketing budget for information
d) Studying competitors in the information industry

Answer: a) Understanding the features of information as a commodity
Explanation: Before determining if information is marketable, it is necessary to understand its characteristics, production, demand, supply, and distribution aspects as a commodity.

Q701. What is the general tendency associated with marketing?
a) Production and distribution
b) Selling and promotion of a product
c) Pricing strategy
d) Market research

Answer: b) Selling and promotion of a product
Explanation: Marketing is generally associated with the selling and promotion of a product, although it includes broader activities as described by Kotler.

Unit-17

Marketing: Approach and Techniques

Q702. According to Philip Kotler, what is the purpose of marketing management?
a) To manage product manufacturing
b) To bring about desired exchanges with target audiences for personal or mutual gain
c) To create advertising campaigns
d) To analyze competitors' strategies

Answer: b) To bring about desired exchanges with target audiences for personal or mutual gain
Explanation: Kotler defines marketing management as the analysis, planning, implementation, and control of programs designed to bring about desired exchanges with target audiences to achieve personal or mutual gain.

Q703. What activities are included in marketing according to the text?
a) Only selling and promotion
b) Selling, advertising, physical distribution, and sales promotion
c) Only advertising
d) Product development and pricing

Answer: b) Selling, advertising, physical distribution, and sales promotion
Explanation: Marketing includes activities like selling, advertising, physical distribution, and sales promotion, all of which help in the exchange process.

Q704. What is the purpose of advertising as defined in the text?
a) To encourage customers to make an immediate purchase
b) To create customer loyalty
c) To increase brand recognition
d) To lead to an immediate sale or a sale at a later date

Answer: d) To lead to an immediate sale or a sale at a later date
Explanation: Advertising aims to prompt an immediate sale or a sale in the future when the customer recognizes a need for the product.

Q705. What is the key difference between publicity and advertising?
a) Publicity is paid by the sponsor, while advertising is free
b) Publicity is non-personal promotion without a paid sponsor and is referred to as indirect advertising
c) Publicity focuses on customer service, while advertising focuses on product quality
d) Publicity is more personal than advertising

Answer: b) Publicity is non-personal promotion without a paid sponsor and is referred to as indirect advertising
Explanation: Publicity involves non-personal promotion where the sponsor is not identified and does not pay for the communication, which distinguishes it from advertising.

Q706. What is sales promotion primarily focused on?
a) Creating brand awareness
b) Encouraging customers to purchase goods or pay for services
c) Managing product distribution
d) Building customer loyalty

Answer: b) Encouraging customers to purchase goods or pay for services
Explanation: Sales promotion includes communication activities that motivate customers to purchase goods or services, distinct from advertising or publicity.

Q707. What is the primary characteristic of the "Introduction" stage in the product life cycle?
a) High sales growth and low prices
b) Slow growth, requiring heavy advertising and promotion for awareness
c) Stable sales and profits
d) Rapid decline in sales

Answer: b) Slow growth, requiring heavy advertising and promotion for awareness
Explanation: During the introduction stage, the market grows slowly, necessitating heavy advertising and promotion to build awareness of the product.

Q708. What happens to prices and profits during the "Growth" stage of the product life cycle?
a) Prices rise and profits decrease
b) Prices fall and profits increase
c) Prices and profits remain stable
d) Prices and profits both decrease

Answer: b) Prices fall and profits increase
Explanation: In the growth stage, sales increase, new market segments are explored, and promotion shifts to brand advertising, leading to a reduction in prices and an increase in profits.

Q709. During which stage of the product life cycle do sales grow at a slower pace and brand loyalty becomes important?
a) Introduction
b) Growth
c) Maturity
d) Decline

Answer: c) Maturity
Explanation: In the maturity stage, sales continue to grow but at a slower pace, products reach saturation, and more emphasis is placed on servicing, repair, and brand loyalty.

Q710. What is the main factor governing the rate of decline in the "Decline" stage of the product life cycle?
a) Increasing brand loyalty
b) Stable consumer tastes
c) Changes in consumer tastes, fashion, and technological advances
d) Heavy promotion and advertising

Answer: c) Changes in consumer tastes, fashion, and technological advances
Explanation: The rate of decline in the decline stage is influenced by changes in consumer tastes, fashion, and technical advances that lead to effective substitutes for the product.

Q711. What options are available for a product in the "Decline" stage?
a) The product is withdrawn from the market or rejuvenation tactics are applied
b) The product is rebranded for new markets
c) The product enters a growth stage
d) The product's price is drastically increased

Answer: a) The product is withdrawn from the market or rejuvenation tactics are applied
Explanation: In the decline stage, the product may either be completely withdrawn from the market or rejuvenation tactics, such as product improvements or new marketing strategies, may be applied to extend its life.

Q712. Which pricing method is based primarily on the total or marginal cost of production?
a) Demand-based pricing

b) Cost-based pricing
c) Competition-based pricing
d) Average cost pricing

Answer: b) Cost-based pricing
Explanation: Cost-based pricing is based on the total or marginal cost of production, and pricing is determined by adding fixed percentages to the unit cost.

Q713. What characterizes "demand-based pricing"?
a) Prices are based on the level of competition in the market
b) Prices are determined based on the intensity of demand, regardless of cost
c) Prices are fixed based on the total cost of production
d) Prices are set based on market trends and external factors

Answer: b) Prices are determined based on the intensity of demand, regardless of cost
Explanation: In demand-based pricing, the price is set based on the demand levels, with lower prices charged where demand is weak and higher prices charged where demand is intense. This is a form of price discrimination.

Q714. What is the main factor influencing prices in "competition-based pricing"?
a) The demand for the product
b) The cost of production
c) The ongoing price in the market
d) The long-term profits

Answer: c) The ongoing price in the market
Explanation: In competition-based pricing, prices are determined by the ongoing price in the market, not by the cost of production or demand. It reflects the collective wisdom of the industry regarding a fair price.

Q715. What is the focus of "average cost pricing"?
a) The price is set to achieve the maximum possible profit
b) The price covers all the fixed and variable costs associated with the product
c) The price is determined by competitors' prices in the market
d) The price fluctuates based on demand changes

Answer: b) The price covers all the fixed and variable costs associated with the product
Explanation: In average cost pricing, the price of a product is set to cover all the fixed and variable costs associated with it, ensuring the company breaks even on costs.

Q716. Which pricing objective aims to recover a portion of production costs, often through user fees?
a) Market penetration
b) Market equity
c) Cost recovery
d) Market limitation

Answer: c) Cost recovery
Explanation: Cost recovery pricing aims to recover a portion of the production costs, and in the case of library and information services, the variable costs are often covered by user fees, while fixed costs may be covered by the government or host institution.

Q717. What pricing objective is commonly used when introducing new products or services to the market?
a) Market equity
b) Cost recovery
c) Market penetration
d) Market limitation

Answer: c) Market penetration
Explanation: Market penetration pricing, also known as maximum participation pricing, is used to introduce new products or services by setting low prices to attract consumers and encourage them to enter the market.

Q718. In which pricing objective are prices raised to limit market demand once a product is established?
a) Market equity
b) Cost recovery
c) Market limitation
d) Market penetration

Answer: c) Market limitation
Explanation: Market limitation pricing is used once a product is established, and low prices lead to excess demand. To prevent disequilibrium, prices are raised to limit the market and manage demand.

Q719. Which pricing objective is focused on charging based on the economic nature of the goods, such as public goods, private goods, or merit goods?
a) Market equity
b) Cost recovery
c) Market penetration
d) Market limitation

Answer: a) Market equity
Explanation: Market equity pricing seeks to charge services based on the economic nature of the goods. Public goods are funded by taxes, merit goods have benefits for the community, and private goods benefit individuals in the short and long term, leading to more equitable user charges.

Market Segmentation and its elements, as described in the provided content:

Market Segmentation Factor	Description	Examples
Easier Marketing	Market segmentation helps address the needs of small groups with common characteristics, making marketing efforts more targeted and effective.	Targeted library services for specific groups such as children, senior citizens, or researchers.
Find Niches	Segmentation helps identify less contested markets or buyers for newly launched products or services.	Mobile library services for remote rural areas, or libraries targeting new tech-savvy users.
Efficient Marketing	Resources are focused on segments most receptive to the offerings, reducing waste of time and funds.	Direct mail campaigns for specific library programs, online promotions for e-books or databases.
Large Enough Market Segments	The identified market segments must be large enough to sustain a service or product.	Offering services in urban areas with a large population base.
Measurable Differences in Segments	There should be significant, measurable differences between market segments.	Demographic variables like age, income, or education level affecting library needs and services.
Responsive to Promotion	Segments must be responsive to communication and promotional activities.	Libraries offering special promotions to attract students or

		new library members.
Reachable Through Media	The segment must be reachable through specific media channels (e.g., online, TV, print).	Using social media platforms to reach younger library users or local newspapers to advertise library events.
Interest in Different Benefits	Segments must be interested in different benefits offered by the product or service.	Offering educational workshops for children vs. research tools for professionals .
Profitability of Market Extension	The profit from reaching a segment must exceed the costs of developing multiple marketing programs.	Expanding library services to specific sectors like R&D organizations or mobile libraries in rural areas.

Market Segmentation by Type:

Segmentation Type	Description	Example
Geographical Segmentation	Market divided by geography (regions, states, countries). Determines the size, type, and	Public libraries in different regions offering services specific to local needs,
	services of libraries.	such as mobile libraries.
Demographic Segmentation	Based on demographic factors like age, sex, income, occupation, etc. Widely used in libraries for targeting specific groups.	Services for children, senior citizens, or library programs based on specific income groups or education levels.
Psychographic Segmentation	Dividing the market based on lifestyle, personality traits, or socioeconomic status.	Libraries offering different services for tech enthusiasts vs. those with traditional preferences.
Behavioural Segmentation	Divides buyers based on their product knowledge, usage, attitude, and responses to marketing efforts.	Loyalty programs for regular library users or special services for occasional visitors.

MCQ SERIES

E-BOOK



MLII 101

Information Sources, Systems and Services

SAKET SHARMA

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ASSPIRANTS

Q1. What was the key emphasis of the Weinberg Report regarding Information Analysis Centers (IACs)?
a. To function as traditional libraries.
b. To provide a mere pile of relevant documents.
c. To act as technical institutes contributing to science and technology.
d. To replace scientists and engineers.

Answer: c. To act as technical institutes contributing to science and technology.
Explanation: The Weinberg Report emphasized that IACs are not mere libraries but technical institutes that actively contribute to science and technology by creating new information through data analysis and involving knowledgeable scientific interpreters.

Q2. According to the COSATI definition, which of the following is **not** a function of an Information Analysis Centre?
a. Storing and retrieving information.
b. Acquiring and evaluating information.
c. Synthesizing and repackaging information.
d. Developing entertainment materials.

Answer: d. Developing entertainment materials.
Explanation: The COSATI definition describes IACs as organizations focused on handling specialized scientific and technical information through activities like analysis, evaluation, and synthesis, not for entertainment purposes.

Q3. What is a key characteristic of the staff working in an effective Information Analysis Centre (IAC)?
a. They should only focus on administrative tasks.
b. They should be working scientists and engineers.
c. They should be trained librarians only.
d. They should avoid engaging with scientific advancements.

Answer: b. They should be working scientists and engineers.
Explanation: According to the Weinberg Report, effective IACs are operated by competent scientists and engineers who see the center as an opportunity to deepen their engagement with science and technology.

Q4. Which of the following best describes the primary output of an Information Analysis Centre (IAC)?
a. Unfiltered raw data.
b. Simple document collections.
c. New, evaluated information such as critical reviews or data compilations.
d. Generalized summaries for entertainment purposes.

Answer: c. New, evaluated information such as critical reviews or data compilations.
Explanation: IACs produce new, evaluated information in forms like critical reviews, state-of-the-art monographs, and data compilations, tailored to assist a broader community of users.

Q5. What is the primary purpose of an Information Analysis Centre (IAC) as outlined by COSATI?
a. To archive outdated information.
b. To provide unverified responses to queries.
c. To present authoritative, timely, and useful information to users.
d. To cater only to the needs of parent institutions.

Answer: c. To present authoritative, timely, and useful information to users.
Explanation: The COSATI definition emphasizes that IACs aim to organize and present information in a manner that is authoritative, timely, and useful to a broad society of users, going beyond the parent institution's staff.

Q6. What is the primary purpose of a Data Centre in contemporary society?
a. To archive historical documents.
b. To handle and provide quantitative numerical data for effective utilization.
c. To develop new scientific theories.
d. To replace surveys and observations.

Answer: b. To manage and provide quantitative numerical data for effective

utilization.
Explanation: Data Centers are organizations that collect, organize, and disseminate numerical data to facilitate planning, development, and decision-making in various areas of human progress.

Q7. According to UNESCO, what is the main function of a Data Centre?
a. To provide entertainment services.
b. To analyze qualitative data exclusively.
c. To collect, organize, and disseminate quantitative numerical data.
d. To act as a training center for data collection.

Answer: c. To collect, organize, and disseminate quantitative numerical data.
Explanation: UNESCO defines a Data Centre as an organization that manages quantitative numerical data, primarily focusing on collecting, organizing, and disseminating it effectively.

Q8. Which of the following is **not** a category of data handled by Data Centers?
a. Scientific data.
b. Socio-economic data.
c. Industrial data.
d. Fictional literature data.

Answer: d. Fictional literature data.
Explanation: Data Centers primarily handle categories like scientific, socio-economic, industrial, and demographic data, while fictional literature is not within their scope.

Q9. What are the three major components of a Data Centre?
a. Database, data analytics, and data storage hardware.
b. Organized data collection, connection with data sources, and user interaction.
c. Data storage, archival management, and policy planning.
d. Field surveys, statistical analysis, and publication services.

Answer: b. Organized data collection, connection with data sources, and user interaction.
Explanation: A Data Centre comprises an organized data collection (database), links to data sources feeding the database, and interaction with users for addressing their queries.

Q10. At which levels can Data Centers operate?
a. Individual and community levels only.
b. Local, national, regional, and international levels.
c. Scientific and technological levels exclusively.
d. Corporate and private levels only.

Answer: b. Local, national, regional, and international levels.
Explanation: Data Centers vary in size and scope and can function at local, national, regional, and international levels to cater to diverse data needs.

Q11. What is the key distinction between Data Centers and Information Centres?
a. Data Centers handle fictional data, while Information Centers do not.
b. Data Centers focus on numerical data, whereas Information Centers may not critically evaluate data.
c. Data Centers are smaller in size than Information Centers.
d. Information Centers exclusively manage socio-economic data.

Answer: b. Data Centers focus on numerical data, whereas Information Centers may not critically evaluate data.
Explanation: Data Centers primarily deal with numerical data and may provide measurement services, while Information Centers encompass a broader scope and may not focus exclusively on numerical data.

Q12. What is the primary function of a Referral Centre?
a. To act as a library for storing documents.
b. To provide direct solutions to technical problems.
c. To serve as an intermediary directing queries to appropriate organizations or experts.

d. To conduct field research in scientific disciplines.

Answer: c. To serve as an intermediary directing queries to appropriate organizations or experts.
Explanation: Referral Centers are designed to guide users to suitable organizations or individuals with expertise in specific fields rather than directly providing solutions or data themselves.

Q13. Which of the following is a basic operation of a Referral Centre?
a. Supplying documents directly to users.
b. Compiling and publishing directories of information resources.
c. Conducting experimental research.
d. Archiving historical documents.

Answer: b. Compiling and publishing directories of information resources.
Explanation: Referral Centers create and publish directories of scientific and technical information resources to facilitate easy access to experts and organizations in various fields.

Q14. How does a Clearing House differ from a Referral Centre?
a. A Clearing House provides data or documents directly, whereas a Referral Centre does not.
b. A Clearing House handles only conventional libraries, whereas a Referral Centre handles experts.
c. A Clearing House is focused solely on education, while a Referral Centre serves multiple disciplines.
d. A Clearing House focuses on theoretical research, while a Referral Centre provides statistical data.

Answer: a. A Clearing House provides data or documents directly, whereas a Referral Centre does not.
Explanation: A Clearing House acts as a central agency for collecting, classifying, and distributing information, often including documents, while Referral Centers mainly direct users to relevant resources or experts.

Q15. Which of the following is an example of a Referral Centre?
a. Educational Research Information Centre (ERIC).
b. National Archives of India.
c. Public Lending Library.
d. Online Encyclopedia.

Answer: a. Educational Research Information Centre (ERIC).
Explanation: ERIC functions as a resource center that provides referral services, connecting users to relevant educational research information and resources.

Q16. What role does the Defense Documentation Centre in the USA serve in addition to being a depository of documents?
a. It conducts military training programs.
b. It identifies experts in various fields as a referral center.
c. It creates policies for the Department of Defense.
d. It serves as a publishing house for defense literature.

Answer: b. It identifies experts in various fields as a referral center.
Explanation: The Defense Documentation Centre acts as a referral centre by identifying experts while also serving as a depository for Department of Defence reports and documents.

Q17. What unique function did the British Library Lending Division (BLLD) serve for many years?
a. It focused on digitizing rare manuscripts.
b. It acted as a Referral Centre.
c. It specialized in lending journals only.
d. It served as an exclusive library for government officials.

Answer: b. It acted as a Referral Centre.
Explanation: The British Library Lending Division (BLLD) in the UK functioned as a

Referral Centre by guiding users to appropriate resources and experts in their fields of inquiry.

Q18. What is the primary role of an Information Broker?
a. To maintain a repository of historical documents.
b. To provide answers to client queries for profit using various sources.
c. To lend books and materials from libraries.
d. To create educational resources for free public use.

Answer: b. To provide answers to client queries for profit using various sources.
Explanation: Information Brokers are professionals or firms that, for profit, answer client questions by leveraging a wide range of sources, including libraries.

Q19. What is the purpose of intelligent agents or 'knowbots' in the information industry?
a. To replace human librarians in managing libraries.
b. To automate the cataloging of books.
c. To act on behalf of users to find and deliver relevant information.
d. To create educational content for online courses.

Answer: c. To act on behalf of users to find and deliver relevant information.
Explanation: Intelligent agents, such as bots or knowbots, process user queries and act autonomously to locate, retrieve, and deliver information or products that meet specified requirements.

Q20. What is an example of a typical use of an intelligent agent in e-commerce?
a. Scanning barcodes for inventory management.
b. Conducting customer surveys about products.
c. Using a 'shopping bot' to gather product data like price and availability.
d. Managing customer accounts in real-time.

Answer: c. Using a 'shopping bot' to gather product data like price and availability.
Explanation: Shopping bots are intelligent agents that search multiple shopping sites to provide users with comparative data on products, such as prices and availability.

Q21. What is the primary function of knowledge mediators in libraries?
a. Storing and archiving physical books.
b. Acting as a link between knowledge sources and users.
c. Developing software for managing digital libraries.
d. Providing financial aid to researchers.

Answer: b. Acting as a link between knowledge sources and users.
Explanation: Knowledge mediators assist users by providing insight into existing knowledge and facilitating access to resources that contain the required information.

Q22. When was the Research and Information System (RIS) for the Non-Aligned and Other Developing Countries established?
a. 1976
b. 1983
c. 1984
d. 1996

Answer: c. 1984
Explanation: The Research and Information System for the Non-Aligned and Other Developing Countries was set up in 1984 as an autonomous body by the Government of India.

Q23. What was the primary objective behind establishing the RIS in 1984?
a. To promote technical education in developing countries.
b. To improve the capability of developing countries in economic decision-making.
c. To facilitate the exchange of cultural resources among developing nations.
d. To develop advanced scientific research facilities.

Answer: b. To improve the capability of developing countries in economic decision-making.
Explanation: The RIS was established to provide analytical support to developing countries, enhancing their ability to face emerging global economic challenges.

Q24. Which summit first introduced the concept of the Research and Information System (RIS)?
a. Colombo NAM Summit, 1976
b. New Delhi NAM Summit, 1983
c. Bandung Conference, 1955
d. Cairo Summit, 1964

Answer: a. Colombo NAM Summit, 1976
Explanation: The Economic Declaration of the NAM Summit held in Colombo in 1976 marked the inception of the concept of the Research and Information System (RIS) for developing countries.

Q25. What does NISSAT stand for?
a. National Information System for Science and Technology
b. National Informatics System for Social and Technological Advancement
c. National Innovation System for Science and Technology
d. National Information Service for Agriculture and Technology

Answer: a. National Information System for Science and Technology
Explanation: NISSAT is a system designed to support the advancement and dissemination of scientific and technological information in India.

Q26. Which information system is focused on providing environmental information in India?
a. NISSAT
b. ENVIS
c. NICNET
d. NMIS

Answer: b. ENVIS
Explanation: ENVIS stands for Environmental Information System, which provides environmental information and supports decision-making in environmental management.

Q27. What is the primary focus of BTIS?
a. Biodiversity studies
b. Biotechnology information
c. Botanical research
d. Biomedical research

Answer: b. Biotechnology information
Explanation: BTIS refers to the Biotechnology Information System, which manages and disseminates information related to biotechnology.

Q28. Which organization manages NICNET, a network of national informatics centers in India?
a. Ministry of Science and Technology
b. National Informatics Centre
c. Department of Space
d. CSIR

Answer: b. National Informatics Centre
Explanation: NICNET is managed by the National Informatics Centre to facilitate data exchange and connectivity across government departments.

Q29. Which system focuses on the management of natural resources in India?
a. NNRMS
b. NMIS
c. NRDMS
d. NISSAT

Answer: a. NNRMS
Explanation: NNRMS, or National Natural Resources Management System, focuses on managing and monitoring natural resources using advanced technologies.

Q30. What does INSDOC stand for?
a. Indian National Science Documentation Centre
b. Indian National Scientific Documentation Centre
c. Indian National Society for Data and

Documentation
d. Indian National Statistical Data Centre

Answer: b. Indian National Scientific Documentation Centre
Explanation: INSDOC provides documentation and information services in the field of science and technology.

Q31. Which organization is the documentation and information center for the Indian defense sector?
a. BARC
b. DESIDOC
c. DRDO
d. NMIS

Answer: b. DESIDOC
Explanation: DESIDOC stands for Defence Scientific Information and Documentation Centre, which supports the Indian defense sector with scientific and technical information.

Q32. Which institution supports research and development in iron and steel in India?
a. BHEL
b. RDCIS, SAIL
c. CSIR
d. INSDOC

Answer: b. RDCIS, SAIL
Explanation: Research and Development Centre on Iron and Steel (RDCIS) is a unit of SAIL focusing on advancements in the steel industry.

Q33. The National Medical Library (NML) provides services primarily to which sector?
a. Education
b. Industry
c. Medical
d. Defense

Answer: c. Medical
Explanation: The National Medical Library (NML) is dedicated to providing information resources to the medical community.

Q34. Which department manages remotely sensed data in India?
a. Department of Space
b. Department of Environment
c. Department of Science and Technology
d. CSIR

Answer: a. Department of Space
Explanation: The Department of Space manages remotely sensed data to support various applications, including natural resource management.

Q35. Which survey is conducted to analyze readership and retail store audits in India?
a. National Statistical Survey
b. National Readership Survey
c. Retail Data Analysis Survey
d. National Media Survey

Answer: b. National Readership Survey
Explanation: The National Readership Survey provides data on readership habits and retail store audits in India.

UNIT 2

INFORMATION CENTRES: TYPES

AND THEIR ORGANISATION

Q36. Which library established the ‘Research Information Service’ in 1946 to offer industry-focused information services?
a. Library of Congress
b. John Crerar Library
c. New York Public Library
d. British Library

Answer: b. John Crerar Library
Explanation: The John Crerar Library of Chicago

recognized the need for specialized information services and established the 'Research Information Service' in 1946.

Q37. What is the primary focus of Information Centres grouped under 'Specialised Interest'?
a. Providing general information to the public
b. Catering to specialists in specific subject areas or missions
c. Offering entertainment and recreational materials
d. Managing public relations for industries

Answer: b. Catering to specialists in specific subject areas or missions
Explanation: These centres serve specialists by focusing on subject fields, mission-oriented projects, or specific types of information.

Q38. Which of the following is an example of an Information Centre dedicated to science and technology?
a. NASSDOC, New Delhi
b. NISCAIR, New Delhi
c. DESIDOC, New Delhi
d. Agricultural Research Information Centre

Answer: b. NISCAIR, New Delhi
Explanation: NISCAIR (National Institute of Science Communication and Information Resources) specializes in science and technology information.

Q39. NASSDOC, New Delhi, is an example of an Information Centre focused on:
a. Science and Technology
b. Social Sciences
c. Agriculture
d. Environment

Answer: b. Social Sciences
Explanation: NASSDOC (National Social Science Documentation Centre) provides information services in the field of social sciences.

Q40. Which of the following Information Centres is mission-oriented?
a. NISCAIR
b. DESIDOC
c. NASSDOC
d. John Crerar Library

Answer: b. DESIDOC
Explanation: DESIDOC (Defence Scientific Information and Documentation Centre) focuses on defense-related mission-oriented projects.

Q41. The Agricultural Research Information Centre is associated with which organization?
a. CSIR
b. ICAR
c. NASSDOC
d. NISCAIR

Answer: b. ICAR
Explanation: The Agricultural Research Information Centre operates under the Indian Council of Agricultural Research (ICAR), New Delhi.

Q42. The Environmental Information Centre in New Delhi is managed by:
a. ICAR
b. DESIDOC
c. Federation of Indian Chambers of Commerce and Industry (FICCI)
d. NASSDOC

Answer: c. Federation of Indian Chambers of Commerce and Industry (FICCI)
Explanation: The Environmental Information Centre is managed by FICCI to provide information related to the environment.

Q43. What type of information is managed by Industrial Information Centres?
a. Academic publications
b. Industrial processes and trade data
c. Recreational materials
d. Historical archives

Answer: b. Industrial processes and trade data
Explanation: Industrial Information Centres specialize in providing data and resources related to industries and trade.

Q44. Which type of Information Centre specializes in bibliographical information?
a. Mission-oriented Centres
b. Social Science Information Centres
c. Kinds of Information Centres
d. Agricultural Information Centres

Answer: c. Kinds of Information Centres
Explanation: Information Centres grouped under "Kinds of Information" focus on specific types of information, such as bibliographical information.

Q45. What is an example of a management information-focused centre?
a. DESIDOC
b. Environmental Information Centre
c. NASSDOC
d. Management Information System Centres

Answer: d. Management Information System Centres
Explanation: Centres focusing on management information provide resources related to organizational, operational, and business management.

Q46. Which Information Centre in Hyderabad focuses on Industrial Information?
a. NASSDOC
b. NISCAIR
c. SENDOC
d. NIC

Answer: c. SENDOC
Explanation: SENDOC (Small Enterprises National Documentation Centre) in Hyderabad specializes in industrial information for small enterprises.

Q47. What type of information is provided by the National Informatics Centre (NIC), New Delhi?
a. Industrial
b. Bibliographical
c. Management
d. Geographical

Answer: c. Management
Explanation: NIC provides Management Information services, including ICT support for decision-making processes.

Q48. Which of the following Information Centres deals with Bibliographical Information?
a. NISCAIR, New Delhi
b. NASSDOC, New Delhi
c. Both a and b
d. NIC, New Delhi

Answer: c. Both a and b
Explanation: NISCAIR and NASSDOC specialize in bibliographical information services related to science, technology, and social sciences.

Q49. The Japan Information Centre of Science and Technology in Tokyo is an example of an Information Centre categorized by:
a. Subject Field
b. Ownership
c. Geographical Region
d. Mission Orientation

Answer: c. Geographical Region
Explanation: Information Centres categorized by geographical regions focus on resources specific to a particular area, such as Japan.

Q50. Which of the following is an example of a Government Information Centre?
a. UNESCO Social and Human Sciences Documentation Centre, Paris
b. National Informatics Centre, New Delhi
c. Asia Regional Information Centre (ARIC), Manila
d. European Translation Centre, Delft

Answer: b. National Informatics Centre, New Delhi
Explanation: NIC is owned, funded, and run by the Government of India.

MCQs on Ownership of Information Centres

Q51. Which Information Centre is considered Semi-Government?
a. NASSDOC
b. National Centre for Science Information, Bangalore
c. IDRC Library, Canada
d. NIC

Answer: b. National Centre for Science Information, Bangalore
Explanation: The National Centre for Science Information is semi-government as it is associated with the University Grant Commission and the Indian Institute of Science.

Q52. The International Development Research Centre (IDRC) Library is an example of an Information Centre owned by:
a. Government
b. Semi-Government
c. NGOs
d. Private Agencies

Answer: c. NGOs
Explanation: IDRC Library in Canada is an example of an Information Centre owned and managed by a Non-Governmental Organization (NGO).

Q53. Asia Regional Information Centre (ARIC) is operated under which organization?
a. UNESCO
b. Asian Development Bank (ADB)
c. United Nations
d. European Union

Answer: b. Asian Development Bank (ADB)
Explanation: ARIC is managed by the Asian Development Bank in Manila, Philippines, and provides regional information services.

Q54. Which of the following Information Centres is private?
a. NISCAIR
b. NIC
c. European Translation Centre, Delft
d. UNESCO Documentation Centre, Paris

Answer: c. European Translation Centre, Delft
Explanation: The European Translation Centre in the Netherlands is a private information centre offering translation services.

Q55. Which of the following falls under the category of Non-Governmental Organization Information Centres?
a. NIC, New Delhi
b. UNESCO Documentation Centre, Paris
c. NASSDOC, New Delhi
d. SENDOC, Hyderabad

Answer: b. UNESCO Documentation Centre, Paris
Explanation: UNESCO Social and Human Sciences Documentation Centre is managed by an international NGO.

Q56. Global/International Information Systems/Centres typically operate through:
a. Centralised input, processing, and dissemination
b. Decentralised input, processing, and dissemination
c. Decentralised input, centralised processing, and decentralised dissemination
d. Centralised input and output

Answer: c. Decentralised input, centralised processing, and decentralised dissemination
Explanation: Global/International Information Centres follow this structure to ensure broad access and efficiency.

Q57. Which of the following is a Global Information Centre?
a. NASSDOC, New Delhi
b. AGRIS/CARIS, FAO, Rome
c. PADIS, Addis Ababa
d. NICMAS, Goa

Answer: b. AGRIS/CARIS, FAO, Rome
Explanation: AGRIS/CARIS is an international information system for agricultural sciences managed by FAO.

Q58. The SAARC Documentation Centre in New Delhi is an example of a:
a. Local Information Centre
b. Sectoral Information Centre
c. Regional Information Centre (inter-country)
d. Regional Information Centre

Answer: d. Regional Information Centre
Explanation: It is a regional centre for countries in the SAARC region.

Q59. Which National Information Centre is located in Dhaka, Bangladesh?
a. BANSDOC
b. NASSDOC
c. NACESTID
d. NICMAS

Answer: a. BANSDOC
Explanation: BANSDOC stands for the Bangladesh National Scientific and Technical Documentation Centre.

Q60. Which centre is an example of a Sectoral Information Centre in India?
a. NASSDOC, New Delhi
b. NICMAS, Goa
c. SAARC Documentation Centre, New Delhi
d. PADIS, Addis Ababa

Answer: b. NICMAS, Goa
Explanation: NICMAS (National Information Centre for Marine Sciences) in Goa is devoted to marine science.

MCQs on Specific Levels and Functions

Q61. The National Information Centre for Food Science and Technology is located at:
a. CFTRI, Mysore, India
b. Annamalai University, Tamil Nadu
c. UNO, Nebraska, USA
d. FAO, Rome

Answer: a. CFTRI, Mysore, India
Explanation: The Centre operates under the Central Food Technological Research Institute (CFTRI) in Mysore.

Q62. Which of the following is an example of a Local Information Centre?
a. PADIS, Addis Ababa
b. Business Information Centre, Transport Corporation of India Ltd., Gurgaon
c. Infoterm, Vienna
d. NISCAIR, New Delhi

Answer: b. Business Information Centre, Transport Corporation of India Ltd., Gurgaon
Explanation: Local Information Centres are designed for specific organisational needs, such as the Business Information Centre.

Q63. The Pollution Prevention Regional Information Centre is based in:
a. Nebraska, USA
b. New Delhi, India
c. Tokyo, Japan
d. Rome, Italy

Answer: a. Nebraska, USA
Explanation: This centre is located at the Nebraska Business Development Centre (NBDC), University of Nebraska, Omaha.

Q64. The Pan African Development Information System (PADIS) is situated in:
a. Ethiopia
b. Ghana
c. Kenya
d. Nigeria

Answer: a. Ethiopia
Explanation: PADIS operates under the Economic Commission for Africa (ECA) in Addis Ababa, Ethiopia.

Q65. Which of the following describes the function of Regional Information Centres (inter-country)?
a. Providing services to small organisations
b. Catering to mission-oriented projects
c. Meeting information needs in geographically large countries
d. Decentralising international information

Answer: c. Meeting information needs in geographically large countries
Explanation: Regional Information Centres (inter-country) are established to offer information services to various regions in large countries.

Q66. A referral service in an information centre refers a user to:
a. The library's own collection
b. External sources or organisations for required material
c. Online databases
d. Digital archives

Answer: b. External sources or organisations for required material
Explanation: Referral service connects users to external sources when the requested material is not available in the information centre.

Q67. Which of the following describes a newspaper clipping service?
a. Translating foreign articles into local languages
b. Pasting relevant newspaper articles into folders for user reference
c. Indexing online journals for quick access
d. Providing summaries of scientific papers

Answer: b. Pasting relevant newspaper articles into folders for user reference
Explanation: Newspaper clipping involves collecting and indexing relevant articles for easy access by users.

Q68. Translation services in an information centre are particularly useful for:
a. Business executives
b. Users in science and technology fields
c. Local historians
d. Fiction writers

Answer: b. Users in science and technology fields
Explanation: Scientific developments often require translating materials from foreign languages to ensure users remain updated globally.

Q69. Technical enquiry services differ from reference services because they:
a. Are limited to general questions
b. Are handled by subject specialists
c. Only involve printed books
d. Do not require staff expertise

Answer: b. Are handled by subject specialists
Explanation: Technical enquiries require specialized knowledge and expertise in the subject area.

Q70. Information scouting is primarily focused on:
a. Arranging books on shelves
b. Finding and referring users to the location of specific information
c. Conducting surveys about library usage
d. Organising conferences

Answer: b. Finding and referring users to the location of specific information
Explanation: Information scouting identifies who has what information and where it is available.

Q71. Which of the following is NOT typically part of current awareness services?
a. Circulation of accession lists
b. Distribution of journal content pages
c. Indexing newspaper clippings
d. Announcement of new arrivals

Answer: c. Indexing newspaper clippings
Explanation: While important, indexing newspaper clippings is a separate service and not part of current awareness.

Q72. Current awareness services are considered synonymous with:
a. Traditional libraries
b. Information centres
c. Digital archives
d. Academic journals

Answer: b. Information centres
Explanation: Many users associate current awareness services directly with the role of information centres.

Q73. Selective Dissemination of Information (SDI) is part of:
a. Referral services
b. Current awareness services
c. Translation services
d. Technical enquiry services

Answer: b. Current awareness services
Explanation: SDI is a tailored current awareness service that delivers information based on users' specific interests.

Q74. Bulletin boards in information centres are used to:
a. Translate scientific papers
b. Post announcements or updates for users
c. Store physical documents
d. Process user queries

Answer: b. Post announcements or updates for users
Explanation: Bulletin boards are a common tool for sharing updates and news with users in an information centre.

Q75. Announcements of new arrivals are a part of:
a. Current awareness services
b. Referral services
c. Translation services
d. Information scouting

Answer: a. Current awareness services
Explanation: Announcements about newly acquired materials are a standard feature of current awareness services.

Q76. The National Institute of Science Communication and Information Resources (NISCAIR) was formed by the merger of:
a. INSDOC and NISCOM
b. NASSDOC and DESIDOC
c. DESIDOC and NISCAIR
d. ICSSR and DRDO

Answer: a. INSDOC and NISCOM
Explanation: NISCAIR was formed in 2002 by merging INSDOC (Indian National Scientific Documentation Centre) and NISCOM (National Institute of Science Communication).

Q77. The primary objective of the National Social Science Documentation Centre (NASSDOC) is to:
a. Provide services in the field of science and technology
b. Provide library and information support services in social sciences
c. Manage defense research documentation
d. Conduct scientific research in industry

Answer: b. Provide library and information support services in social sciences
Explanation: NASSDOC was established in 1969 to offer library and information services for researchers in social sciences.

Q78. DESIDOC, established in 1958 under DRDO, primarily serves:
a. Health research organizations
b. Military and defense research institutions
c. Social science researchers
d. Scientific research in universities

Answer: b. Military and defense research institutions
Explanation: DESIDOC is a central information agency for scientific and technical information serving DRDO laboratories and agencies of the Ministry of Defence.

Q79. NISCAIR, formerly known as INSDOC, provides documentation services primarily for:
a. Researchers in health sciences
b. Scientists and technologists in industry,

government, universities, and research institutes
c. Business and industrial researchers
d. Social science researchers

Answer: b. Scientists and technologists in industry, government, universities, and research institutes
Explanation: NISCAIR (formerly INSDOC) supports scientists and technologists in various sectors by providing documentation services.

Q80. The Defence Science Library (DSL) is a facility under:
a. NASSDOC
b. NISCAIR
c. DESIDOC
d. ICSSR

Answer: c. DESIDOC
Explanation: The Defence Science Library (DSL) is part of DESIDOC, which serves the scientific and technical information needs of defense-related research and development.

Q81. The Bioinformatics Centre at the National Institute of Oceanography, Goa, was established in:
a. 1980
b. 1985
c. 1990
d. 1995

Answer: c. 1990
Explanation: The Bioinformatics Centre was established in January 1990 at the National Institute of Oceanography, Goa, to focus on bioinformatics applications in marine sciences.

Q82. The Indian Council of Agricultural Research (ICAR) runs the Agricultural Research Information Centre (ARIC), which serves as the central source of information for:
a. Marine research
b. Agricultural projects and schemes financed by ICAR
c. Scientific and technical research on health
d. Environmental research

Answer: b. Agricultural projects and schemes financed by ICAR
Explanation: ARIC has been operational since 1967, managing agricultural research projects and databases.

Q83. The Agricultural Research Information Centre (ARIC) serves as the national input centre for the following agricultural databases of the FAO:
a. AGRIS and CARIS
b. SAIC and CARIS
c. AGRO and AGRIS
d. AGRIS and NISCAIR

Answer: a. AGRIS and CARIS
Explanation: ARIC is the national input centre for the AGRIS and CARIS agricultural databases of the FAO, which are among the largest agricultural information systems globally.

Q84. The Japan Information Centre of Science and Technology (JICST) is renowned for maintaining one of the most comprehensive collections in the field of:
a. Agriculture
b. Marine sciences
c. Science and technology, especially literature published in Japan
d. Environmental sciences

Answer: c. Science and technology, especially literature published in Japan
Explanation: JICST's collection is widely regarded as one of the most comprehensive in science and technology, particularly for Japanese scientific literature.

Q85. The Bangladesh National Scientific and Technical Documentation Centre (BANSDOC) was established in:
a. 1965
b. 1972
c. 1980
d. 1990

Answer: b. 1972
Explanation: BANSDOC was established in 1972 as an important science and technology information organisation under the Bangladesh Council of Scientific and Industrial Research (BCSIR).

Q86. The Institute for Scientific and Technical Information (INIST) is a part of which organisation in France?
a. University of Paris
b. Centre National de la Recherche Scientifique (CNRS)
c. French Institute of Research and Technology
d. French National Institute of Health

Answer: b. Centre National de la Recherche Scientifique (CNRS)
Explanation: INIST is a major scientific and technological information facility of CNRS, providing document delivery and indexing services across various disciplines.

Q87. The Pakistan Scientific and Technological Information Centre (PASTIC) serves which community in Pakistan?
a. Agricultural researchers
b. Scientific and technological researchers
c. Humanities scholars
d. Environmental researchers

Answer: b. Scientific and technological researchers
Explanation: PASTIC, under the Pakistan Science Foundation, is dedicated to the dissemination of scientific and technological information to researchers in Pakistan.

Q88. The SAARC Documentation Centre (SDC) is located in:
a. Colombo, Sri Lanka
b. New Delhi, India
c. Dhaka, Bangladesh
d. Kathmandu, Nepal

Answer: b. New Delhi, India
Explanation: SDC is a regional information centre of the South Asian Association for Regional Cooperation (SAARC), based in New Delhi, India.

Q89. The Coconut Information Centre (CIC) in Sri Lanka was established in which year?
a. 1975
b. 1979
c. 1982
d. 1985

Answer: b. 1979
Explanation: The CIC was established in 1979 with the aim to acquire, classify, and disseminate scientific and technological information related to coconuts.

Q90. VINITI, the All-Russian Scientific and Technical Information Institute, is located in:
a. St. Petersburg, Russia
b. Moscow, Russia
c. Vladivostok, Russia
d. Kazan, Russia

Answer: b. Moscow, Russia
Explanation: VINITI, established in 1952, is the leading information centre in Russia, located in Moscow, and it has been providing scientific and technical information globally.

Q91. The Canada Institute for Scientific and Technical Information (CISTI) is a part of which organisation?
a. Canadian Ministry of Technology
b. National Research Council, Canada
c. Canadian Government Research Fund
d. University of Toronto

Answer: b. National Research Council, Canada
Explanation: CISTI is one of the world's major information sources in science, technology, engineering, and medicine, and is a part of the National Research Council, Canada.

Q92. The National Science Library, which later became CISTI, was established in which year?
a. 1945
b. 1957

c. 1963
d. 1972

Answer: b. 1957
Explanation: The Canada Institute for Scientific and Technical Information (CISTI) began as the library of the National Research Council of Canada and became the National Science Library in 1957.

UNIT 3

DATA CENTRES AND REFERRAL CENTRES

Q93. The Data Services are typically offered by which types of centres?
a. Data Retrieval Centre (DRC), Data Evaluation Centre (DEC)
b. Data Evaluation Centre (DEC), Data Dissemination Centre (DDC), Data Referral Centre (DRC)
c. Data Storage Centre (DSC), Data Collection Centre (DCC)
d. Data Research Centre (DRC), Data Processing Centre (DPC)

Answer: b. Data Evaluation Centre (DEC), Data Dissemination Centre (DDC), Data Referral Centre (DRC)
Explanation: Data services are offered by Data Evaluation Centres, Data Dissemination Centres, and Data Referral Centres either exclusively or collectively.

Q94. The first pioneering work in data compilation, "International Critical Tables of Numerical Data of Physics, Chemistry and Technology," was published during which years?
a. 1900-1910
b. 1926-1933
c. 1940-1950
d. 1960-1970

Answer: b. 1926-1933
Explanation: The "International Critical Tables of Numerical Data of Physics, Chemistry and Technology" was published between 1926 and 1933 in 8 volumes, marking a significant data compilation milestone for the scientific community.

Q95. In which year was the National Standard Reference Data System (NSRDS) established in the USA?
a. 1957
b. 1963
c. 1970
d. 1980

Answer: b. 1963
Explanation: The National Standard Reference Data System (NSRDS) was established in 1963 in the USA to support data compilation and sharing activities.

Q96. Which organisation created CODATA in 1966 to coordinate data compilation and sharing activities internationally?
a. United Nations Educational, Scientific and Cultural Organization (UNESCO)
b. International Council of Scientific Unions (ICSU)
c. World Health Organization (WHO)
d. International Data Centre (IDC)

Answer: b. International Council of Scientific Unions (ICSU)
Explanation: CODATA (Committee on Data for Science and Technology) was created by the International Council of Scientific Unions (ICSU) in 1966 to coordinate global data efforts and avoid duplication.

Q97. Where is the National Thermophysical Properties Programme located?
a. University of Madras
b. Indian Institute of Science, Bangalore
c. Indian Association for the Cultivation of Science
d. University of Allahabad

Answer: b. Indian Institute of Science, Bangalore
Explanation: The National Thermophysical Properties Programme is based at the Indian Institute of Science, Bangalore, and focuses on

evaluating and collecting thermophysical property data.

Q98. Which organisation established the National Thermophysical Properties Programme?
a. Council of Scientific and Industrial Research (CSIR)
b. Science and Engineering Research Council (SERC)
c. Indian Association for the Cultivation of Science
d. Department of Atomic Energy

Answer: b. Science and Engineering Research Council (SERC)
Explanation: The Science and Engineering Research Council (SERC) of the Department of Science and Technology (DST) established the National Thermophysical Properties Programme.

Q99. The National Information Centre on Crystallography (NICRYS) was established in which year?
a. 1978
b. 1981
c. 1982
d. 1985

Answer: c. 1982
Explanation: NICRYS was established in 1982 at the Department of Crystallography and Biophysics, University of Madras, under the NISSAT program.

Q100. Which program initially supported the National Crystal Data Centre?
a. National Science and Technology Programme
b. National Information Systems for Science and Technology (NISSAT)
c. Science and Engineering Research Council (SERC)
d. Indian Council for Scientific Research

Answer: b. National Information Systems for Science and Technology (NISSAT)
Explanation: The National Crystal Data Centre was initially supported by the NISSAT program of the Department of Scientific and Industrial Research (DSIR).

Q101. Which institution worked on thermodynamic and transport properties under the National Thermophysical Properties Programme?
a. Indian Association for the Cultivation of Science
b. University of Madras
c. University of Allahabad
d. Indian Institute of Science, Bangalore

Answer: a. Indian Association for the Cultivation of Science
Explanation: The Indian Association for the Cultivation of Science focused on thermodynamic and transport properties as part of the National Thermophysical Properties Programme.

Q102. Where is the Institute for Ocean Management located?
a. Indian Institute of Science, Bangalore
b. Centre for Water Resources, Anna University, Chennai
c. National Institute of Oceanography, Mumbai
d. Geological Survey of India, Kolkata

Answer: b. Centre for Water Resources, Anna University, Chennai
Explanation: The Institute for Ocean Management is located at the Centre for Water Resources, Anna University, Chennai, Tamil Nadu, focusing on coastal and oceanic data collection.

Q103. The National Remote Sensing Agency operates under which department?
a. Department of Science and Technology
b. Department of Space
c. Ministry of Earth Sciences
d. Indian Council of Agricultural Research

Answer: b. Department of Space
Explanation: The National Remote Sensing Agency operates under the Department of Space, Bala Nagar, Hyderabad, focusing on utilizing remote sensing data.

Q104. Which of the following centres is located at IMD, Shivaji Nagar, Pune?
a. India Meteorological Department
b. National Institute of Oceanography
c. Geodata and Information Division
d. Central Drug Research Institute

Answer: a. India Meteorological Department
Explanation: The India Meteorological Department's centre at Shivaji Nagar, Pune, collects atmospheric data, including temperature, humidity, and rainfall.

Q105. The Geodata and Information Division functions under which organisation?
a. Geological Survey of India
b. National Institute of Oceanography
c. Indian Meteorological Department
d. Centre for Ocean Management

Answer: a. Geological Survey of India
Explanation: The Geodata and Information Division functions at the Marine Wing under the Geological Survey of India, located in Kolkata.

Q106. The Central Drug Research Institute, located in Lucknow, focuses on:
a. Meteorological data
b. Marine flora and fauna
c. Oceanographic research
d. Coastal management

Answer: b. Marine flora and fauna
Explanation: The Central Drug Research Institute in Lucknow collects, stores, and disseminates data related to marine flora and fauna.

Q107. Where is the Regional Centre of the National Institute of Oceanography located?
a. Chennai
b. Mumbai
c. Hyderabad
d. Kolkata

Answer: b. Mumbai
Explanation: The Regional Centre of the National Institute of Oceanography is located in Mumbai.

Q108. Where is the Fishery Survey of India located?
a. Chennai
b. Kolkata
c. Mumbai
d. Hyderabad

Answer: c. Mumbai
Explanation: The Fishery Survey of India, located in Mumbai, collects and processes data on fishery resources for dissemination to various stakeholders.

Q109. Which centre in Mumbai is associated with the collection of nuclear science and technology data?
a. Fishery Survey of India
b. Nuclear Data Centre (NDC)
c. Central Statistical Organisation (CSO)
d. National Institute of Oceanography

Answer: b. Nuclear Data Centre (NDC)
Explanation: The Nuclear Data Centre (NDC) at the Bhabha Atomic Research Centre (BARC), Mumbai, specializes in nuclear science and technology data and collaborates with the International Atomic Energy Agency.

Q110. The Central Statistical Organisation (CSO) primarily focuses on:
a. Oceanic research
b. Statistical coordination at the union and state levels
c. Dissemination of fishery data
d. Nuclear data compilation

Answer: b. Statistical coordination at the union and state levels
Explanation: The CSO is responsible for coordinating decentralised statistical activities and liaising with both union-level agencies and State Statistical Bureaus.

Q111. The National Referral Centre, Library of Congress, was started in which year?
a. 1957
b. 1963
c. 1972
d. 1980

Answer: b. 1963
Explanation: The National Referral Centre for Science and Technology of the Library of Congress was established in 1963 to act as a clearing house for scientific and technological information.

Q112. What is the focus of the International Referral Service of UNEP?
a. Marine research
b. Environmental information
c. Statistical data
d. Fisheries

Answer: b. Environmental information
Explanation: The International Referral Service of the United Nations Environmental Programme (UNEP) provides access to various sources of environmental information.

Q113. The WIDE Initiative was launched by which organization?
a. United Nations Educational, Scientific and Cultural Organization (UNESCO)
b. United Nations Development Programme (UNDP)
c. International Labor Organization (ILO)
d. World Health Organization (WHO)

Answer: b. United Nations Development Programme (UNDP)
Explanation: The WIDE Initiative was launched by the UNDP's Special Unit for Technical Cooperation among Developing Countries (SU/TCDC).

Q114. In which year was the Special Unit for Technical Cooperation among Developing Countries (SU/TCDC) established?
a. 1974
b. 1977
c. 1980
d. 1985

Answer: a. 1974
Explanation: SU/TCDC was established within UNDP in 1974 by the United Nations General Assembly to enhance technical cooperation among developing countries.

Q115. What was the primary focus of the WIDE Online service initiated in 1977?
a. Collecting and sharing environmental data
b. Providing biographical and institutional information
c. Compiling oceanographic research
d. Disseminating statistical data

Answer: b. Providing biographical and institutional information
Explanation: WIDE Online focused on collecting and accessing biographical information about experts, institutions, products, services, and innovative practices in developing countries.

Q116. What is the purpose of WIDEFORUM-L?
a. To critique technical cooperation projects
b. To promote policy dialogue and knowledge networking
c. To collect oceanographic data
d. To analyze statistical trends

Answer: b. To promote policy dialogue and knowledge networking
Explanation: WIDEFORUM-L is a platform for policy dialogue and knowledge networking to strengthen the WIDE Initiative's TCDC activities.

Q117. What does GOODWIDE-L primarily focus on?
a. Statistical data dissemination
b. Compilation of innovative experiences in technical cooperation
c. Sharing oceanic research findings
d. Biographical information about experts

Answer: b. Compilation of innovative experiences in technical cooperation

Explanation: GOODWIDE-L collects and critiques innovative experiences in technical cooperation among developing countries.

Q118. In which decade was the DARE database launched?
a. 1960s
b. 1970s
c. 1980s
d. 1990s

Answer: b. 1970s
Explanation: The DARE database was launched in the 1970s, focusing on social and human sciences.

Q119. Which organization is responsible for publishing the **World Directory of Human Rights Research and Training Institutions**?
a. United Nations Development Programme (UNDP)
b. United Nations Educational, Scientific and Cultural Organization (UNESCO)
c. International Labor Organization (ILO)
d. World Health Organization (WHO)

Answer: b. United Nations Educational, Scientific and Cultural Organization (UNESCO)
Explanation: UNESCO Publishing has released the **World Directory of Human Rights Research and Training Institutions**.

Q120. What is the most recent edition of the **World Directory of Human Rights Research and Training Institutions**?
a. Fourth edition, 1999
b. Fifth edition, 2001
c. Sixth edition, 2003
d. Seventh edition, 2004

Answer: c. Sixth edition, 2003
Explanation: The Sixth edition of the directory was published in 2003.

Q121. Which of the following databases was updated in **March 2004**?
a. Migration Research Institutes database
b. Human Rights Institutes database
c. Peace Institutes database
d. Africa South of the Sahara database

Answer: d. Africa South of the Sahara database
Explanation: The **Africa South of the Sahara database** had its last update in March 2004.

Q122. The **Peace Institutes database** was last updated in:
a. March 2004
b. July 2003
c. December 2003
d. February 2004

Answer: b. July 2003
Explanation: The **Peace Institutes database** was last updated in **July 2003**.

Q123. Which database focuses on **institutions dealing with poverty research**?
a. Migration Research Institutes database
b. Poverty Research Institutes database
c. Human Rights Institutes database
d. Africa South of the Sahara database

Answer: b. Poverty Research Institutes database
Explanation: The **Poverty Research Institutes database** compiles information on institutions involved in poverty research.

UNIT 4

Information analysis and Consolidation centers

Q124. Which event provided the first formal definition of **Information Consolidation Activities**?
a. UNESCO General Assembly, 1976
b. UNESCO Symposium on Information Analysis and Consolidation, 1978
c. Saracevic and Wood Conference, 1981

d. International Conference on Information Management, 1980

Answer: b. UNESCO Symposium on Information Analysis and Consolidation, 1978
Explanation: The UNESCO Symposium held in Colombo, Sri Lanka, in 1978, gave the first formal definition of **Information Consolidation Activities**.

Q125. According to the UNESCO definition, **Information Consolidation Activities** aim to:
a. Store and preserve documents for archival purposes.
b. Compress and evaluate documents to provide a concise body of knowledge for a specific user group.
c. Develop new research methodologies for data analysis.
d. Organize information for general public dissemination.

Answer: b. Compress and evaluate documents to provide a concise body of knowledge for a specific user group
Explanation: The UNESCO definition highlights the responsibility of evaluating and compressing documents for specific user groups.

Q126. Who defined **Consolidated Information** as "public knowledge specifically selected, analyzed, evaluated, and possibly restructured for a defined clientele"?
a. Saracevic and Wood
b. UNESCO
c. Library of Congress
d. CODATA

Answer: a. Saracevic and Wood
Explanation: Saracevic and Wood provided a detailed definition of **Consolidated Information** in 1981.

Q127. According to Saracevic and Wood, what is the primary purpose of **Consolidated Information**?
a. To preserve rare documents for future generations.
b. To serve immediate decisions, problems, and information needs of a defined clientele.
c. To digitize all public knowledge for easier access.
d. To restructure data for publishing scientific papers.

Answer: b. To serve immediate decisions, problems, and information needs of a defined clientele
Explanation: Their definition emphasizes addressing the immediate needs of a specific audience through tailored information.

Q128. What is the most concise definition of **Consolidated Information** according to Saracevic and Wood?
a. A database of public knowledge for institutional use.
b. A set of documents meant for archival purposes.
c. Texts or messages structured from public knowledge to influence individual decisions.
d. A repository of knowledge for global dissemination.

Answer: c. Texts or messages structured from public knowledge to influence individual decisions
Explanation: Saracevic and Wood's concise definition focuses on structured texts/messages tailored to influence decisions.

Q129. Consolidation of information primarily focuses on:
a. Digitizing books and articles.
b. Providing the right information to the right person in the right form and at the right time.
c. Creating metadata for archival purposes.
d. Conducting research for library expansion.

Answer: b. Providing the right information to the right person in the right form and at the right time
Explanation: The goal of information consolidation is to deliver precise and timely knowledge tailored to individual needs.

Q130. The first step in information analysis and consolidation is:
a. Evaluation of information sources
b. Study of potential users and their information needs
c. Packaging of information
d. Dissemination of information

Answer: b. Study of potential users and their information needs
Explanation: The initial step involves understanding the users' needs and deciding on suitable information products to fulfill them.

Q131. The process of selecting **relevant information sources** involves:
a. Using only secondary sources
b. Selecting primary and secondary sources most useful for the user's needs
c. Considering only electronic sources
d. Gathering all available information indiscriminately

Answer: b. Selecting primary and secondary sources most useful for the user's needs
Explanation: The process focuses on identifying the most relevant sources, both primary and secondary, to address user-specific problems.

Q132. What is the purpose of evaluating information in the consolidation process?
a. To check the readability of the information
b. To verify its merit, validity, and reliability
c. To rewrite the information in simpler language
d. To store the information for future use

Answer: b. To verify its merit, validity, and reliability
Explanation: Evaluation ensures that the information used is credible, accurate, and trustworthy.

Q133. The process of **restructuring information** may include:
a. Synthesizing, condensing, rewriting, or simplifying information
b. Printing the original source
c. Translating information into different languages
d. Ignoring secondary sources

Answer: a. Synthesizing, condensing, rewriting, or simplifying information
Explanation: Restructuring involves modifying the analyzed information to make it more effective and user-friendly.

Q134. In the information consolidation process, **condensation** refers to:
a. Restructuring information from multiple sources
b. Deriving a short summary or extracting key statements
c. Adding interpretive views to the information
d. Analyzing the reliability of the information

Answer: b. Deriving a short summary or extracting key statements
Explanation: Condensation involves creating concise summaries or extracting key elements from the original source.

Q135. What is the main focus of **packaging information**?
a. Modifying the content of the information
b. Changing the form of presentation to increase usability
c. Creating metadata for archival purposes
d. Collecting feedback from users

Answer: b. Changing the form of presentation to increase usability
Explanation: Packaging deals with how the information is presented, making it more accessible and useful to the audience.

Q136. Diffusion or dissemination of information involves:
a. Encouraging and promoting the use of information
b. Storing information in repositories
c. Reducing information for smaller audiences
d. Preserving original information without modification

Answer: a. Encouraging and promoting the use of information
Explanation: Dissemination ensures that the information reaches the target audience effectively and encourages its application.

Q137. Feedback from users in the consolidation process is primarily aimed at:
a. Identifying new sources of information
b. Improving the product based on user responses
c. Reducing the dissemination process
d. Validating the primary sources used

Answer: b. Improving the product based on user responses
Explanation: Feedback helps refine the information product to better meet user needs.

Q138. UNESCO sponsored meetings on **Information Analysis and Consolidation** were held in which years?
a. 1970, 1975, and 1980
b. 1975, 1978, and 1983
c. 1978, 1981, and 1985
d. 1983, 1986, and 1990

Answer: b. 1975, 1978, and 1983
Explanation: UNESCO held three meetings on this topic in these specific years, discussing various aspects including definitions and functions of information consolidation.

Q139. The **UNESCO Symposium on Information Analysis and Consolidation** held in 1978 focused on:
a. Designing new databases
b. Definitions and distinctions of terms like 'Analysis' and 'Information Consolidation Unit'
c. Training programs for librarians
d. Collaboration between countries on database sharing

Answer: b. Definitions and distinctions of terms like 'Analysis' and 'Information Consolidation Unit'
Explanation: The 1978 symposium extensively discussed the functions and definitions of these terms.

Q140. Evaluation of information involves judging:
a. The appearance and layout of the source
b. The intrinsic merit, validity, and reliability of information
c. The number of pages in the document
d. The frequency of database updates

Answer: b. The intrinsic merit, validity, and reliability of information
Explanation: Evaluation ensures that the information selected for consolidation is credible and trustworthy.

Q141. Which of the following procedures is used to judge the intrinsic value of information?
a. Author's educational background
b. Reviews and state-of-the-art publications
c. Publication cost
d. Type of binding of the publication

Answer: b. Reviews and state-of-the-art publications
Explanation: Reviews and state-of-the-art publications help determine whether the selected sources are comprehensive and relevant.

Q142. Citation analysis evaluates:
a. The amount of citations received by selected sources
b. The number of words in an article
c. The visual appeal of the document
d. The cost-effectiveness of publishing

Answer: a. The amount of citations received by selected sources
Explanation: Citation analysis helps assess the influence and reliability of sources based on how often they are cited.

Q143. Which organization is specifically mentioned as concerned with testing the validity and reliability of S&T data?
a. Purdue University Center for Numerical Data Analysis and Synthesis

b. United Nations Information Centre
c. Bhabha Atomic Research Centre
d. Central Statistical Organisation

Answer: a. Purdue University Center for Numerical Data Analysis and Synthesis
Explanation: This center specializes in evaluating scientific and technological data for its validity and reliability.

Q144. Procedures for data evaluation include:
a. Testing data and comparing information from different sources
b. Checking the number of downloads of a document
c. Analyzing only the visual format of the data
d. Reviewing the price of information products

Answer: a. Testing data and comparing information from different sources
Explanation: These procedures critically assess the accuracy and consistency of data across multiple sources.

Q145. The type of IAC product is determined primarily by:
a. The budget of the organization
b. The preferences of the information analyst
c. The needs and comprehension level of the target audience
d. The available technology for packaging

Answer: c. The needs and comprehension level of the target audience
Explanation: The choice of product depends on user studies and must meet the audience's comprehension level while reflecting reliable knowledge.

Q146. Which of the following is an example of **critical studies** as an IAC product?
a. Technical writing guides for machine operation
b. Statistical tables in a report
c. Comparison of different practices with merits and demerits
d. Literature reviews on a specific topic

Answer: c. Comparison of different practices with merits and demerits
Explanation: Critical studies involve comparing policies, practices, and their impacts or future implications.

Q147. Handbooks are primarily used for:
a. Alerting users about new publications
b. Summarizing facts to support conclusions
c. Compiling essential data and information on a subject
d. Critiquing innovative experiences

Answer: c. Compiling essential data and information on a subject
Explanation: Handbooks are comprehensive compilations meant to provide essential knowledge on specific topics.

Q148. An **executive summary** falls under which category of IAC products?
a. Tailoring and reduction of information material
b. Databases
c. Technical writing
d. Critical studies

Answer: a. Tailoring and reduction of information material
Explanation: Executive summaries involve concise representation of key information for decision-making purposes.

Q149. State-of-the-art reports are an example of:
a. Reviews
b. Manuals
c. Data compilations
d. Newsletters

Answer: a. Reviews
Explanation: These reports critically analyze and summarize the latest developments in a particular field.

Q150. Briefing papers are primarily designed to:
a. Provide instructions for technical operations
b. Summarize facts to support a conclusion

c. Present critical data comparisons
d. Compile statistical abstracts

Answer: b. Summarize facts to support a conclusion
Explanation: Briefing papers are concise documents summarizing key information for supporting specific conclusions or decisions.

Q151. Databases in IAC products can include:
a. Expert databases and subject knowledge databases
b. Popular articles and instruction sheets
c. Statistical abstracts and correlations
d. Case studies and impact analyses

Answer: a. Expert databases and subject knowledge databases
Explanation: Databases store structured information, such as expertise and subject knowledge, for easy retrieval.

Q152. Manuals as an IAC product are designed to:
a. Compare policies and their impacts
b. Provide step-by-step instructions for performing tasks
c. Critique innovative practices
d. Summarize state-of-the-art developments

Answer: b. Provide step-by-step instructions for performing tasks
Explanation: Manuals are instructional guides designed for practical applications like operating machines or performing technical tasks.

Q153. Which of the following is **not** typically considered an IAC product?
a. Brochures
b. Posters
c. Fictional novels
d. Newsletters

Answer: c. Fictional novels
Explanation: Fictional novels do not fall under the category of IAC products, which are designed for technical, scientific, or informative purposes.

Q154. Statistical abstracts are an example of which type of IAC product?
a. Technical writing
b. Data compilations
c. Handbooks
d. Critical reviews

Answer: b. Data compilations
Explanation: Statistical abstracts summarize key numerical data and belong to the category of data compilations.

provided:

Category	Type of Product	Description
Reviews	- Critical Reviews - State-of-the-Art Reports - Case Studies - Literature Reviews	Detailed evaluations, summaries, and analyses of existing knowledge or practices.
Reports	- Assessment Reports - Market and Technical Reports - Alerting Bulletins or Newsletters	In-depth documents on specific topics, providing analysis, updates, or evaluations.
Databases	- Expert Databases - Subject Knowledge Databases	Collections of structured information for expert use or knowledge management.
Tailoring Information	- Abstracts - Extracts/Excerpts - Executive Summaries	Condensed and targeted information for specific audiences.
Data	- Data Compilation and Tables - Statistical Abstracts	Organized presentation of numerical and critical data for

	- Correlations and Composites - Critical Data	analysis or reference.
Briefing Paper	- Summary of Facts	Concise documents presenting key facts to support conclusions or decision-making.
Technical Writing	- Guides - Manuals - Instruction Sheets - Popular Articles	Informational materials on scientific or technical topics, often for public understanding or specific procedures.
Handbooks	- Subject Handbooks	Comprehensive resources with essential data and information on specific subjects.
Manuals	- Instruction Manuals	Books providing guidance on tasks like repairing machines or operating equipment.
Critical Studies	- Comparative Studies - Impact or Future Studies	Analytical documents evaluating practices, policies, impacts, or forecasting.
Other IAC Products	- Newsletters - Translations - Directories - Brochures - Posters - News Stories	Various additional formats for communicating or disseminating
		information effectively.

Q155. According to Saracevic and Wood (1981), **repackaging of information** involves:
a. The creation of new information from existing sources
b. Physical recording, arrangement, and presentation of information
c. Tailoring the physical media and/or form of information to meet specific needs
d. The synthesis and analysis of multiple sources of information

Answer: c. Tailoring the physical media and/or form of information to meet specific needs
Explanation: Repackaging involves adjusting how information is presented, making it more accessible or relevant for a specific audience.

Q156. The goal of **repackaging information** is to:
a. Make information shorter and more concise
b. Enhance the acceptance, use, and recall of information
c. Present the information in its original format
d. Provide users with more sources to choose from

Answer: b. Enhance the acceptance, use, and recall of information
Explanation: The aim of repackaging is to ensure that the information is more easily assimilated and recalled by the target audience.

Q157. Which of the following is an **IAC product** of the **Tata Energy Research Institute (TERI)**?
a. International Journal of Solar Engineering
b. TERI Newswire – A fortnightly newsletter
c. Journal of Environmental Chemistry
d. Mycorrhiza Research Journal

Answer: b. TERI Newswire – A fortnightly newsletter
Explanation: TERI Newswire is one of the many

IAC products offered by TERI, focusing on energy and environment-related updates.

Q158. The **TERI Newswire** is a **fortnightly newsletter** that:
a. Provides updates on TERI's internal research activities
b. Focuses on global environmental and energy news
c. Focuses on energy policies and regulations only
d. Reports on scientific discoveries related to energy

Answer: b. Focuses on global environmental and energy news
Explanation: TERI Newswire provides updates on the current economy-energy-environment scenario, summarizing relevant news from various sources.

Q159. TIDEE (TERI Information Digest on Energy and Environment) is a type of:
a. Research journal
b. Abstract journal
c. Popular magazine
d. Technical report

Answer: b. Abstract journal
Explanation: TIDEE is an abstract journal that provides concise summaries of energy and environmental topics relevant to TERI's research.

Q160. Terragreen is:
a. A quarterly research journal on energy
b. A quarterly magazine on the environment
c. A newsletter focusing on energy regulations
d. A magazine on solar energy

Answer: b. A quarterly magazine on the environment
Explanation: Terragreen is a popular magazine published quarterly, focusing on environmental issues and initiatives.

Q161. Regulateri is a quarterly magazine that:
a. Covers research on renewable energy sources
b. Discusses regulatory issues related to business
c. Provides scientific updates on energy technologies
d. Focuses on environmental conservation in rural India

Answer: b. Discusses regulatory issues related to business
Explanation: Regulateri is a magazine that discusses regulation-related issues in business and provides a forum for debates on these matters.

Q162. Which of the following publications by TERI publishes **scientific papers on mycorrhiza research**?
a. TERI Newswire
b. Regulateri
c. Mycorrhiza News
d. Resources, Energy and Development

Answer: c. Mycorrhiza News
Explanation: Mycorrhiza News is a publication that focuses on scientific research related to mycorrhiza, a key area of study in environmental science.

Q163. Which of the following is a **peer-reviewed journal** published by TERI?
a. Terragreen
b. Regulateri
c. International Journal of Regulation and Governance
d. TIDEE

Answer: c. International Journal of Regulation and Governance
Explanation: This is one of the peer-reviewed journals published by TERI, focusing on regulation and governance issues related to energy and the environment.

Q164. The **National Institute of Science Communication and Information Resources (NISCAIR)** is a constituent unit of:
a. Ministry of Science and Technology, Government of India
b. Council of Scientific and Industrial Research (CSIR)

c. Indian Council of Social Science Research (ICSSR)
d. Indian National Scientific Congress

Answer: b. Council of Scientific and Industrial Research (CSIR)
Explanation: NISCAIR is part of CSIR, focusing on providing information services at a national level.

Q165. Wealth of India is a true example of an **IAC product** because it:
a. Contains peer-reviewed research articles
b. Provides detailed profiles of raw materials and industrial products in India
c. Focuses on nanotechnology and scientific advancements
d. Publishes scientific news and events

Answer: b. Provides detailed profiles of raw materials and industrial products in India
Explanation: Wealth of India is an encyclopaedia that provides extensive information about India's raw material resources, such as plants, animals, and minerals.

Q166. Which of the following **abstracting periodicals** is published by NISCAIR?
a. Indian Science Abstracts (Fortnightly)
b. Science Reporter
c. CSIR Newsletter
d. Vigyan Pragati

Answer: a. Indian Science Abstracts (Fortnightly)
Explanation: Indian Science Abstracts is a fortnightly abstracting periodical published by NISCAIR.

Q167. Bharat Ki Sampada is an encyclopaedia on Indian raw materials published by NISCAIR in:
a. English
b. Hindi
c. Urdu
d. Bengali

Answer: b. Hindi
Explanation: Bharat Ki Sampada is an encyclopaedia on Indian raw materials in Hindi, based on flora, fauna, and minerals.

Q168. State-of-the-art publications by NISCAIR focus on:
a. General scientific knowledge
b. Popular science for the general public
c. Specialized subjects like nanoscience and nanotechnology
d. News and updates in the field of energy

Answer: c. Specialized subjects like nanoscience and nanotechnology
Explanation: NISCAIR publishes over 20 state-of-the-art publications on advanced and specialized scientific subjects.

Q169. Which of the following is **NOT** a popular science periodical published by NISCAIR?
a. Science Reporter
b. Vigyan Pragati
c. Science-ki-Duniya
d. Indian Science Abstracts

Answer: d. Indian Science Abstracts
Explanation: Indian Science Abstracts is an abstracting periodical, not a popular science periodical.

Q170. Science Reporter is a **monthly periodical** published by NISCAIR in:
a. English
b. Hindi
c. Urdu
d. Bengali

Answer: a. English
Explanation: Science Reporter is a popular science periodical published monthly in English.

Q171. Vigyan Pragati is a **monthly periodical** published by NISCAIR in:
a. English
b. Hindi

c. Urdu
d. Marathi

Answer: b. Hindi
Explanation: Vigyan Pragati is a Hindi monthly periodical that covers popular science topics.

Q172. Medicinal and Aromatic Plant Abstracts is published by NISCAIR on a:
a. Monthly basis
b. Quarterly basis
c. Fortnightly basis
d. Bimonthly basis

Answer: d. Bimonthly basis
Explanation: Medicinal and Aromatic Plant Abstracts is published bimonthly by NISCAIR.

Q173. NISCAIR has published a popular science book series called **"Vistas in Biotechnology Series"**, which focuses on:
a. Environmental sciences
b. Medical technology
c. Biotechnology
d. Renewable energy

Answer: c. Biotechnology
Explanation: "Vistas in Biotechnology Series" is one of the popular science book series published by NISCAIR, focusing on the field of biotechnology

ICAR publications and related categories:

Category	Publication Name	Frequency/Details
Research/Peer Reviewed Journals	- Indian Journal of Animal Sciences	Monthly
	- Indian Journal of Agricultural Sciences	Monthly
	- Indian Horticulture	Quarterly
Popular Journals	- Indian Farming (in English)	Monthly
	- Phal Phool (in Hindi)	Quarterly
	- Kheti (in Hindi)	Monthly
Digest	- Krishi Chayanica	Quarterly (in Hindi)
Newsletters	- ICAR-News	Monthly
	- ICAR-Reporter	Quarterly

UNIT 5

Information sources: categorization

Q174. According to Hornby (2000), a **treatise** is defined as:
a. A short article on a particular subject
b. A long and serious piece of writing on a particular subject
c. A summary of research findings
d. A collection of short essays on various subjects

Answer: b. A long and serious piece of writing on a particular subject
Explanation: A treatise is an extensive and serious work that explores a specific subject in depth, as per the definition in Hornby's dictionary.

Q175. Which of the following is an example of a **treatise**?
a. A Treatise on Heat by M. N. Saha and B. N. Srivastava
b. S. C. Roy Monograph on the Gur Industry of India
c. D. N. Tewary Monograph on Eucalyptus
d. Prolegomena to Library Classification by S. R. Ranganathan

Answer: a. A Treatise on Heat by M. N. Saha and B. N. Srivastava

Explanation: A Treatise on Heat is an example of a treatise, providing an in-depth study on heat for advanced learners.

Q176. Prolegomena to Library Classification by S. R. Ranganathan is an example of a:
a. Monograph
b. Textbook
c. Treatise
d. Research article

Answer: c. Treatise
Explanation: "Prolegomena to Library Classification" by S. R. Ranganathan is a treatise on classification theory.

Q177. A **monograph** typically:
a. Focuses on multiple subjects in one work
b. Provides a detailed study on a single subject, class of subjects, or person
c. Is a collection of short articles on different topics
d. Offers a brief overview of a subject

Answer: b. Provides a detailed study on a single subject, class of subjects, or person
Explanation: A monograph is a detailed and focused study on a single subject or related group of subjects.

Q178. An example of a **monograph** is:
a. A Treatise on Heat by M. N. Saha and B. N. Srivastava
b. S. C. Roy Monograph on the Gur Industry of India
c. Prolegomena to Library Classification by S. R. Ranganathan
d. Principles of Marketing by Philip Kotler

Answer: b. S. C. Roy Monograph on the Gur Industry of India
Explanation: This monograph focuses on the Gur industry in India and is an example of a detailed study on a specific subject.

Q179. A **textbook** is primarily used by:
a. Researchers and professionals in a field
b. Students as a standard work for a particular branch of study
c. Educators as a reference guide
d. Laymen for general knowledge

Answer: b. Students as a standard work for a particular branch of study
Explanation: A textbook is specifically designed to be used by students as a standard resource for studying a particular subject.

Q180. Which of the following is NOT typically considered a **textbook**?
a. S. C. Roy Monograph on the Gur Industry of India
b. Principles of Marketing by Philip Kotler
c. A Treatise on Heat by M. N. Saha and B. N. Srivastava
d. Textbook of Microbiology

Answer: a. S. C. Roy Monograph on the Gur Industry of India
Explanation: The monograph on the Gur Industry is not a textbook, but rather a detailed study on a specific topic. Textbooks are generally intended for academic study.

Documentary Sources of Information

Type of Documentary Source	Examples of Sources
Books	- Treatises - Monographs - Textbooks - Reference Books
Reference Works	- Dictionaries - Encyclopaedias - Handbooks - Manuals - Data Books
Bibliographic Tools	- Catalogues - Bibliographies - Directories - Yearbooks - Almanacs

Special Reference Works	- Biographical Dictionaries - Atlases - Gazetteers - Guidebooks
Historical Information	- Historical Information Sources - Manuscripts
Periodicals	- Journals - Magazines
Legal and Technical Documents	- Patents - Standards - Theses - Conference Documents
Miscellaneous Publications	- Souvenirs - Festschriften - Technical Reports - Administrative Reports
Other Personal Documents	- Trip Reports - Articles (Popular, Technical, Research, Preprints, Reprints)
Correspondence	- Diaries - Letters - Office Files
Media Formats	- CD-ROM Recordings - Video Recordings
Digital Sources	- Databases - Computer Files - Laboratory Notebooks
Geographical Information	- Maps - Globes

Various types of dictionaries and their characteristics

Type of Dictionary	Description	Examples
General Dictionaries	Provide a list of words in a language and explain their meanings. They can be monolingual, bilingual, or multilingual.	- Longman Dictionary in Contemporary English (Monolingual) - Everyman's Dictionary (English – Bengali) (Bilingual) - Collins German Dictionary (German-English) (Bilingual)
Monolingual Dictionaries	Explain words in the same language.	- Longman Dictionary in Contemporary English
Bilingual Dictionaries	Provide meanings in two languages.	- Everyman's Dictionary (English – Bengali) - Collins German Dictionary (German-English)
Multilingual Dictionaries	Provide equivalent terms in three or more languages.	- Elsevier's Dictionary of Library Science, Information and Documentation (English, French, Spanish, Italian, Dutch, German)
Unabridged Dictionaries	Comprehensive dictionaries attempting to cover all words, phrases, and idioms of a language.	- Webster's Third New International Dictionary of the English Language
Concise Dictionaries	Smaller, desk dictionaries covering essential words.	- The Concise Oxford Dictionary
Pocket Dictionaries	Even smaller, compact dictionaries for	- Various pocket-sized editions of

	quick reference.	general dictionaries
Subject Dictionaries	Focus on a specific field, used by specialists, students, etc.	- Harrod's Librarian's Glossary
Bilingual Subject Dictionaries	Subject-specific dictionaries in two languages.	- Russian-English Chemical and Polytechnical Dictionary
Multilingual Subject Dictionaries	Subject-specific dictionaries in three or more languages.	- Technological Dictionary (English-German-French)
Glossaries	Provide definitions of specialized terms, often used in technical or academic contexts.	- Various subject-specific glossaries
Dictionaries of Phrases	Contain common phrases, idiomatic expressions, and their meanings.	- Various idiomatic phrase dictionaries
Dictionaries of Slangs	Focus on informal, colloquial language used in specific regions or communities.	- Slang dictionaries
Dictionaries of Usage	Explain proper usage of words in context, addressing grammatical concerns.	- Usage-focused dictionaries
Dictionaries of Synonyms, Antonyms, and Homonyms	Provide lists of words with similar meanings, opposite meanings, and words that sound alike.	- Thesaurus (for synonyms and antonyms) - Homonym dictionaries

Q181. A **thesaurus** is different from a dictionary because it:
a. Lists words alphabetically with their definitions
b. Provides the meanings and explanations of words
c. Lists words in groups of synonyms and related concepts
d. Contains word translations in multiple languages

Answer: c. Lists words in groups of synonyms and related concepts
Explanation: A thesaurus is focused on listing synonyms and related words, not on providing definitions or meanings like a dictionary.

Q182. Who compiled the first **thesaurus** in English, which is popularly known as **Roget's Thesaurus**?
a. Samuel Johnson
b. Peter Mark Roget
c. Noah Webster
d. Oxford University Press

Answer: b. Peter Mark Roget
Explanation: Peter Mark Roget is credited with compiling the first thesaurus in English, known as Roget's Thesaurus.

Q183. An **Information Retrieval (IR) Thesaurus** typically includes:
a. Definitions of words in various languages
b. Synonyms and antonyms of words
c. Words listed alphabetically with relationships indicated, such as broader terms [BT] and narrower terms [NT]
d. Encyclopedic knowledge on various subjects

Answer: c. Words listed alphabetically with relationships indicated, such as broader terms [BT] and narrower terms [NT]
Explanation: IR thesauri are designed to aid in

vocabulary control for information retrieval, listing words alphabetically with specific relationships like broader and narrower terms.

Q184. The main purpose of an **IR thesaurus** is:
a. To define words
b. To organize words alphabetically for easy lookup
c. To control vocabulary during indexing and information retrieval
d. To provide synonyms and antonyms for general use

Answer: c. To control vocabulary during indexing and information retrieval
Explanation: IR thesauri are used for controlling vocabulary to help with indexing and retrieving information efficiently from databases.

Q185. Encyclopaedias generally contain:
a. Articles on a wide range of subjects, usually brief
b. Articles on specific topics related to a particular field
c. Informative articles of varying lengths
d. Definitions of terms only

Answer: c. Informative articles of varying lengths
Explanation: Encyclopaedias contain detailed articles, ranging from brief to lengthy, covering a wide array of topics, making them comprehensive reference works.

Q186. A **manual** is defined as a book that:
a. Provides instructions about how to use a machine
b. Offers a detailed study of a single subject
c. Lists synonyms and antonyms
d. Contains information on a broad range of topics

Answer: a. Provides instructions about how to use a machine
Explanation: A manual is typically a book that gives detailed instructions on using machines, tools, or systems.

Q187. According to **Harrod's Librarians' Glossary (1995)**, a **handbook** is:
a. A dictionary for professionals in a specific field
b. A detailed study of a single subject
c. A concise work on a special subject, often for practitioners
d. A collection of articles on various topics

Answer: c. A concise work on a special subject, often for practitioners
Explanation: A handbook is a concise reference work on a particular subject, aimed at providing practical information for professionals.

Q188. A **handbook** is sometimes referred to as a:
a. Dictionary
b. Treatise
c. Manual
d. Journal

Answer: c. Manual
Explanation: A handbook is sometimes called a manual because it is a practical guide, often used for reference by practitioners, similar to how a manual provides instructions.

Q189. Data books and **tables** are primarily used to present:
a. Conceptual theories
b. Statistical and meteorological data
c. Fictional stories
d. Historical events

Answer: b. Statistical and meteorological data
Explanation: Data books and tables are used for presenting statistical and meteorological data, often in tabular form.

Q190. The **International Critical Tables** of Numerical Data in Physics, Chemistry, and Technology include:
a. A collection of essays and articles
b. Only numerical data
c. Theoretical concepts in science
d. Tables of historical events

Answer: b. Only numerical data
Explanation: The International Critical Tables focus specifically on providing numerical data related to physics, chemistry, and technology.

Q191. A **library catalogue** is:
a. A list of books, periodicals, etc., possessed by a library
b. A guide to library services
c. A publication of library rules and regulations
d. A bibliography of library journals

Answer: a. A list of books, periodicals, etc., possessed by a library
Explanation: A library catalogue is a systematic list of the materials owned by a library, including books, periodicals, and other resources.

Q192. The **British Library General Catalogue of Printed Books to 1975** is notable for being:
a. A small, concise document
b. A single volume
c. A voluminous catalogue in 360 volumes
d. A catalogue for digital resources

Answer: c. A voluminous catalogue in 360 volumes
Explanation: The British Library General Catalogue is vast, spanning 360 volumes, providing a detailed listing of printed books up to 1975.

Q193. A **bibliography** is defined as:
a. A brief introduction to a library
b. A list of documents arranged in a logical order
c. A summary of a book's contents
d. A list of journals available in a library

Answer: b. A list of documents arranged in a logical order
Explanation: A bibliography is a systematically organized list of documents, often including details about the authors, title, edition, and other bibliographic information.

Q194. The **Catalog of Books represented by Library of Congress printed cards** issued up to 31 July 1942 is notable for:
a. Containing information about rare books
b. Being published in 167 volumes
c. Focusing on digital resources
d. Presenting a list of online journals

Answer: b. Being published in 167 volumes
Explanation: This catalogue is notable for its size, spanning 167 volumes, and it contains the books represented by Library of Congress printed cards up until 1942.

Q195. Bibliographic entries in a bibliography typically provide all of the following EXCEPT:
a. Author's name
b. Title of the work
c. Details about the edition and imprint
d. A summary of the content of the work

Answer: d. A summary of the content of the work
Explanation: A bibliography lists bibliographic details such as the author, title, edition, imprint, and collaborators, but it does not typically include a summary of the content.

Different types of bibliographies and their characteristics

Type of Bibliography	Description	Examples
National Bibliography	A comprehensive record of books produced in a country, and sometimes includes first issues of periodicals and other documents.	- British National Bibliography (1950)
Trade Bibliography	Produced by book trade organizations	- Cumulative Book Index (1898-)

	, records books produced from one or more countries.	- Books in Print (1948-)
Selective Bibliography	A bibliography that includes books selected based on specific criteria.	- Asa Don Dickinson's *World's Best Books: Homer to Hemingway* (1953)
Subject Bibliography	Focuses on books within a specific subject area, with numerous examples available.	- International Catalogue of Scientific Literature (1902-19) - *Indian Scientific and Technical Publications: A Bibliography* (1960)
Biobibliography	A bibliography that lists an author's works along with their biography.	- *Biobibliography of Countee P. Cullen 1903-1946* by M. Perry
Author Bibliography	Lists all the works by a specific author.	- Author bibliographies in various fields
Bibliography of Bibliographies	A publication listing bibliographies systematically, including catalogues, abstracts, digests, etc.	- *A World Bibliography of Bibliographies* by Theodore Besterman (4th ed, 1965-67 in 5V)
Abstracting Services	Services that summarize the content of published works.	- Various abstracting services in subject areas
Indexing Services	Services that provide indexes to published works, aiding in easy retrieval.	- Various indexing services in various fields
Guides to Reference Sources	Bibliographies that guide users to important reference materials.	- Bibliographies included in reference guides

Q196. A **directory** is primarily used to list:
a. Theories and concepts in a field
b. Names of persons, institutions, or organizations
c. A list of publications and articles
d. Historical events and dates

Answer: b. Names of persons, institutions, or organizations
Explanation: Directories list names of persons, institutions, or organizations, often with contact details and other relevant information.

Q197. The **Directory of Scientific Research Institutions in India** provides detailed information about institutions such as:
a. A history of the country
b. Names of all employees
c. Information on the head, objectives, and research areas
d. Financial information only

Answer: c. Information on the head, objectives, and research areas
Explanation: The directory provides detailed information about scientific research institutions, including the name, head, objectives, research areas, and other related details.

Q198. A **yearbook** is:
a. A list of all published books in a given year

b. A book that updates information annually
c. A record of historical events in a single year
d. A dictionary for academic terms

Answer: b. A book that updates information annually
Explanation: Yearbooks provide updated information annually, covering various types of information, including general, subject-oriented, national, regional, and international data.

Q199. The **Statesman's Yearbook** is an example of a:
a. General yearbook
b. Subject-specific yearbook
c. Regional yearbook
d. Bibliography

Answer: a. General yearbook
Explanation: The Statesman's Yearbook is a general yearbook, containing information about international organizations and countries, including history, population, economy, and other areas.

Q200. The **Britannica Book of the Year** includes information about:
a. Historical facts of all years
b. Dates, people, world affairs, and events of
c. Scientific research developments
d. Yearly updates for all countries

Answer: b. Dates, people, world affairs, and events
Explanation: The Britannica Book of the Year includes details on important events, notable people, world affairs, and other significant occurrences from that year.

Q201. Subject-oriented yearbooks focus on:
a. General world affairs
b. The development of a particular subject during the previous year
c. A list of people in a specific region
d. Historical records of countries

Answer: b. The development of a particular subject during the previous year
Explanation: Subject-oriented yearbooks focus on updates and developments in specific fields of study or subjects during the preceding year.

Q202. An example of a **regional yearbook** would be:
a. The Bowker Annual Library and Book Trade Almanac
b. The Statesman's Yearbook
c. The UNESCO Statistical Yearbook
d. A yearbook specific to a geographic region

Answer: d. A yearbook specific to a geographic region
Explanation: Regional yearbooks focus on providing information related to a specific geographic area or region.

Different types of yearbooks and their characteristics

Type of Yearbook	Description	Examples
General Yearbooks	Provides general information and updates on various topics, typically covering a wide range of fields.	- *The Statesman's Yearbook* - *The Europa World Yearbook* - *Britannica Book of the Year*
Subject-Oriented Yearbooks	Focuses on specific subjects and updates information related to that subject over the past year.	- *The Bowker Annual Library and Book Trade Almanac* (47th ed. 1999) - *UNESCO Statistical Yearbook* (1964-) - *FAO Production Yearbook* (1947-)

National Yearbooks	Focuses on information about a specific country, including statistics, history, economy, etc.	- *The Statesman's Yearbook* (Country-specific sections)
Regional Yearbooks	Focuses on information specific to a particular region, providing details on regional developments.	- Regional yearbooks from various organizations and countries
International Yearbooks	Covers global information, focusing on international organizations, relations, and global events.	- *The Statesman's Yearbook* (International sections) - *Britannica Book of the Year* (Global events, people, and facts)

Characteristics of almanacs

Type of Almanac	Description	Examples
Traditional Almanacs	Contains a calendar with important dates, astronomical data, and specific events like religious, astronomical, and cultural occurrences.	- *Indian Almanacs* (providing information on Indian, Christian, and Muslim calendars, lunar and solar events, auspicious times, etc.)
International Almanacs	Provides detailed global information, similar to a yearbook, while still offering some astronomical data.	- *Whitaker's Almanac* (1868-) - *Information Please Almanac* (1947-)

Q203. Which of the following **biographical dictionaries** provides information about living persons?
a. Who Was Who
b. Who is Who
c. Webster's Biographical Dictionary
d. Both b and c

Answer: d. Both b and c
Explanation: "Who is Who" includes biographical information about living persons, and Webster's Biographical Dictionary contains information about both living and dead persons.

Q204. The biographical dictionary **Who Was Who** contains information about:
a. Living persons only
b. Dead persons only
c. Both living and dead persons
d. Persons from a specific profession

Answer: b. Dead persons only
Explanation: "Who Was Who" includes biographical information on deceased individuals.

Q205. Which of the following is an example of a **subject-specific biographical dictionary**?
a. International Who's Who
b. Webster's Biographical Dictionary
c. American Men and Women of Science
d. India Who's Who

Answer: c. American Men and Women of Science
Explanation: "American Men and Women of Science" is a subject-specific biographical dictionary focused on scientists.

Q206. Biographical dictionaries can be categorized based on:

a. Profession
b. Area of coverage
c. Year of publication
d. Type of content

Answer: b. Area of coverage
Explanation: Biographical dictionaries can be categorized by their scope, such as international, regional, and national.

Q207. American Men and Women of Science is an example of a **regional biographical dictionary** because it covers:
a. Scientists worldwide
b. Only American and Canadian scientists
c. Scientists in North America and Europe
d. Only living scientists

Answer: b. Only American and Canadian scientists
Explanation: "American Men and Women of Science" covers scientists from the USA and Canada, making it a regional biographical dictionary.

Q208. The **World Who's Who of Women** includes:
a. Both male and female personalities
b. Only female personalities
c. Only male personalities
d. All genders, with a focus on women

Answer: b. Only female personalities
Explanation: "The World Who's Who of Women" specifically includes biographical information on women.

Q209. A **biography** is:
a. A dictionary of biographies
b. A work containing a collection of autobiographies
c. A detailed account of an individual's life
d. A reference source for factual data about people

Answer: c. A detailed account of an individual's life
Explanation: A biography is a detailed narrative of an individual's life, written by someone else. Autobiographies are written by the individuals themselves.

Q210. Autobiographies fall under which category of biographical sources?
a. Subject-specific dictionaries
b. Individual biographies
c. National biographical dictionaries
d. General biographical dictionaries

Answer: b. Individual biographies
Explanation: Autobiographies are considered individual biographies, as they are self-written accounts of a person's life.

Maps, globes, and atlases

Type	Description	Examples
Maps	A sheet showing the Earth's surface or part of it, indicating various geographical features such as countries, oceans, and rivers.	- Maps of Earth (showing countries, mountains, rivers, etc.) - Sky maps (showing stars, constellations)
Globes	A spherical representation of Earth or other celestial bodies, mounted on a stand for rotation.	- Earth Globe - Moon Globe (e.g., NASA's moon globe)
Atlases	A book containing maps and an index of places, showing geographical and sometimes non-geographical information.	- *The Times Atlas of the World* (1990) - *National Atlas of India* (1984) - *Atlas of the Middle East* (1988) - *Oxford Economic Atlas of the World* (1972) - *Atlas of Anatomy* (1997)

Q211. A **gazetteer** provides information about:
a. Only historical events

b. Place names and geographical entities
c. Famous personalities
d. Subject-specific information

Answer: b. Place names and geographical entities
Explanation: A gazetteer is a dictionary of place names with descriptive, statistical, economic, geographical, and historical information.

Q212. Which of the following is an example of an **international gazetteer**?
a. Gazetteer of India
b. Rajasthan District Gazetteers
c. Columbia Lippincott Gazetteer of the World
d. Delhi Gazetteer

Answer: c. Columbia Lippincott Gazetteer of the World
Explanation: The Columbia Lippincott Gazetteer of the World is an international gazetteer, covering global geographical entities.

Q213. A **guidebook** is mainly intended for:
a. Students
b. Tourists
c. Researchers
d. Historians

Answer: b. Tourists
Explanation: Guidebooks are meant for tourists, providing various types of information related to travel, including where to go, what to see, and how to get there.

Q214. Which of the following is **NOT** typically covered in a **guidebook**?
a. Tourist destinations
b. Visa requirements
c. Geographical definitions
d. Weather information

Answer: c. Geographical definitions
Explanation: Guidebooks typically cover information relevant to travelers, such as tourist destinations, visa requirements, and weather, but do not focus on geographical definitions.

Q215. The Cambridge Illustrated History of World Science is an example of a **subject-specific historical book** on:
a. General history
b. Science
c. Geography
d. Economy

Answer: b. Science
Explanation: "The Cambridge Illustrated History of World Science" is a subject-specific historical book focusing on the history of science.

Q216. The New Cambridge Modern History is an example of a **historical book** that covers:
a. A specific subject like science
b. Modern history on an international scale
c. The history of a single region
d. The history of a local area

Answer: b. Modern history on an international scale
Explanation: "The New Cambridge Modern History" covers modern history on an international scale, from 1957 to 1979.

Q217. The **History of Kerala** by R. Leela Devi is an example of a **provincial** historical book because it covers:
a. The history of the entire world
b. A specific country
c. A specific state within India
d. The classical era

Answer: c. A specific state within India
Explanation: "History of Kerala" is a provincial history book as it covers the history of the Indian state of Kerala.

Q218. The Gazetteer of India – Indian Union is an example of a **national gazetteer** because it covers:
a. A specific region
b. The world

c. India as a whole
d. A particular city

Answer: c. India as a whole
Explanation: "The Gazetteer of India – Indian Union" is a national gazetteer that provides comprehensive geographical, historical, and statistical information about India.

Q219. A **provincial history** book typically covers:
a. The history of a nation
b. The history of a specific province or state
c. The history of a subject
d. The global history of a specific period

Answer: b. The history of a specific province or state
Explanation: Provincial history books focus on the history of a particular state or province within a country.

Q220. The **Rajasthan District Gazetteers** is an example of a **district-level historical book** because it focuses on:
a. A particular province
b. A specific district
c. A national history
d. World history

Answer: b. A specific district
Explanation: The "Rajasthan District Gazetteers" focuses on the history and geographical details of specific districts in Rajasthan.

Gazetteers, guidebooks, and historical information sources description

Type	Description	Examples
Gazetteers	A dictionary of place names and geographical entities with descriptive, statistical, economical, geographical, and historical data.	- *Columbia Lippincott Gazetteer of the World* (1962) - *The Gazetteer of India – Indian Union* (1965-74) - *Delhi Gazetteer* (1976) - *Rajasthan District Gazetteers – Chittaurgarh* (1977)
Guidebooks	Books intended for tourists, providing essential information about places of interest including travel details, accommodations, and things to do.	- *Fodor's Spain 2004* - *Fodor's Germany 2005*
Historical Information Sources	Books recording human activities, achievements, and failures over time. They include both general history and history of specific subjects.	**International**: - *The New Cambridge Modern History* (1957-79) - *The Cambridge Medieval History* (1911-36) **Regional**: - *Civilization of the Ancient Mediterranean, Greece and Rome* (1988) **National**: - *The New Cambridge History of India* (1988-) - *A History of Modern Tibet* (1959) **Provincial**: - *History of*

		Kerala (1988) - *History of Orissa* (1992) **Local**: - *Marshes to Metropolis - Calcutta 1481–1981* (1982) **Subject**: - *The Cambridge Illustrated History of World Science* (1983)

Manuscripts and **periodicals**

Type	Description	Examples
Manuscripts	Handwritten documents created before the invention of printing. These contain valuable historical and cultural information.	- Vedas - Upanishads - Mahabharata - Ramayana **Libraries with Manuscript Collections**: - Khuda Baksh Oriental Public Library (20,000) - Thanjavur Maharaja Serfoji's Sarasvati Mahal Library (46,695)
Periodicals	Publications issued at regular intervals, often categorized by their content and purpose.	**Primary Periodicals**: - *Indian Journal of Pure and Applied Physics* **Secondary Periodicals**: - *Indian Science Abstracts* - *Index Medicus* - *Science Reporter* **Tertiary Periodicals**: - *Advances in ...* - *Progress in ...* - *Annual Review of ...*
Research Periodicals	Primary periodicals publishing original research articles and short communications.	- *Indian Journal of Pure and Applied Physics*
Technical Periodicals	Focused on technology, serving the information needs of industries by providing news, articles, patents, and new techniques.	- *Indian Chemical Manufacturer*
Trade Journals	Similar to technical periodicals but more focused on trade rather than technology.	- *Textile Trends*
Popular Periodicals	Serve general audiences, including	- *Science Reporter*

	students, teachers, and technicians, covering a broad range of subjects.	
House Journals	Published by organizations to reflect their activities and developments.	- *Philips Electronic Application News* - *GEC Journal of Science and Technology*

Q221. Which of the following **does NOT** categorize periodicals based on their producers?
a. Government bodies
b. Learned societies
c. Academic bodies
d. Publication frequency

Answer: d. Publication frequency
Explanation: Periodicals are typically categorized based on their producers, such as government bodies, learned societies, academic bodies, private bodies, and commercial publishers, not by publication frequency.

Q222. The Indian Journal of Experimental Biology is an example of a **primary periodical** published by:
a. An academic body
b. A learned society
c. A government body
d. A private body

Answer: c. A government body
Explanation: The Indian Journal of Experimental Biology is a primary periodical published by the Council of Scientific and Industrial Research (CSIR), which is a government body.

Q223. The Indian Journal of Physics is a **primary periodical** published by:
a. A commercial publisher
b. A private body
c. A learned society
d. An academic body

Answer: c. A learned society
Explanation: The Indian Journal of Physics is published by the Indian Association for the Cultivation of Science, a learned society.

Q224. Annamalai University publishes a periodical called:
a. Journal of Physics
b. Journal of the Karnataka University
c. Journal of the Annamalai University
d. Journal of the Indian Institute of Science

Answer: c. Journal of the Annamalai University
Explanation: Annamalai University publishes the Journal of the Annamalai University as its periodical.

Q225. Patents are considered a **primary source of information** because:
a. They provide general knowledge
b. They provide detailed and original information about inventions
c. They summarize other sources of information
d. They are available only in books

Answer: b. They provide detailed and original information about inventions
Explanation: Patents are considered primary sources of information as they provide detailed and original descriptions of inventions, often being the earliest literature on a topic.

Q226. Which of the following is **NOT** typically issued by a **patent office**?
a. Equipment designs
b. Drug formulas
c. Journal articles
d. New machine inventions

Answer: c. Journal articles
Explanation: Journal articles are not issued by patent offices; patent office's issue documents that

detail inventions such as equipment, designs, processes, or products.

Q227. Patents typically contain:
a. Summaries of inventions from other sources
b. Detailed descriptions with illustrations
c. General knowledge on inventions
d. Information about unrelated topics

Answer: b. Detailed descriptions with illustrations
Explanation: Patents provide detailed descriptions of inventions, often enriched with copious illustrations.

Q228. Patents are issued for a fixed number of years to:
a. Copyright holders
b. Authors of books
c. Invention creators
d. Publishers of periodicals

Answer: c. Invention creators
Explanation: Patents are official rights granted to individuals or entities that have invented something, allowing them to make, use, or sell the invention for a fixed period.

Q229. Which of the following is an example of a **commercial publisher** that brings out periodicals?
a. Indian Institute of Science
b. Elsevier
c. Annamalai University
d. Indian Association for the Cultivation of Science

Answer: b. Elsevier
Explanation: Elsevier is a commercial publisher that publishes various academic journals and periodicals.

Q230. The **Journal of the Indian Institute of Science** is published by:
a. A learned society
b. A commercial publisher
c. A private body
d. An academic body

Answer: c. A private body
Explanation: The Journal of the Indian Institute of Science is published by the private body, Indian Institute of Science.

Standards and their categorization based on the provided information:

Type of Standard	Examples
Technical/Industrial Standards	**Dimensional Standards**: - ISO/R169-1960: Sizes of photocopies (on paper) readable without optical devices. **Performance and Quality Standards**: - IS: 3253-1965: Hourser-laid nylon rope for mountaineering purposes. **Standard Test Methods**: - IS: 2188-1962: Methods of test for paper for electrical purposes. **Methods of Use (Code of Practice)**: - IS: 3916-1966: Code of practice for pig housing. **Definitions**: - ISO/R 597-1967: Definitions and terminology of cements. **Glossaries**: - IS: 2550-1963: Glossary of classification terms. **Symbols**: - IS: 1890 (Part XI)-1961: Mathematical signs and symbols for

	use in the physical sciences and technology.
Physical and Scientific Standards	- Standard measures like length, mass, time, temperature.

Q231. A **souvenir** is primarily intended to:
a. Serve as a source of entertainment
b. Act as a memento or keepsake
c. Provide in-depth technical knowledge
d. Promote a commercial product

Answer: b. Act as a memento or keepsake
Explanation: A souvenir is something given as a memento, often in the form of a publication, and can serve as a keepsake for an event or individual.

Q232. A **souvenir** publication, such as the one from the IASLIC National Seminar, can act as a good reference source because it includes:
a. Personal opinions only
b. Articles, a map, and a list of committees
c. Scientific experiments and research data
d. Fictional stories

Answer: b. Articles, a map, and a list of committees
Explanation: Souvenirs often contain useful information like articles by experts, maps, event programs, and lists of committees, making them valuable reference sources.

Q233. A **festschrift** is:
a. A collection of scholarly articles published by a publisher
b. A collection of writings published in honor of a learned person
c. A type of conference proceedings
d. A report on library administration

Answer: b. A collection of writings published in honor of a learned person
Explanation: A festschrift is a volume of writings published to honor a distinguished individual, often with contributions from colleagues, students, and professionals.

Q234. In the **festschrift** titled *National Bibliographical Control: Problems and Perspectives – Essays for A. K. Dasgupta*, the articles were:
a. Unrelated to the individual's work
b. Focused on a specific theme related to the individual
c. Written by the honoree
d. About the personal life of the honoree

Answer: b. Focused on a specific theme related to the individual
Explanation: The festschrift in honor of A.K. Dasgupta included articles on the specific theme of national bibliographical control, reflecting his contributions.

Q235. One of the challenges with **festschriften** in library and information science (LIS) is that:
a. They are too popular in the global research community
b. They lack scholarly articles
c. They are not covered by international indexing and abstracting services
d. They are difficult to publish

Answer: c. They are not covered by international indexing and abstracting services
Explanation: Festschriften in LIS are often not indexed by international services, which limits their visibility and use in the global academic community.

Q236. Reports in a library can be categorized into:
a. Only technical reports
b. Only administrative reports
c. Technical, administrative, and trip reports
d. Only reports on library usage

Answer: c. Technical, administrative, and trip reports
Explanation: Library reports can be categorized into technical reports, administrative reports, and trip reports, each serving different purposes.

Q237. A **technical report** in a library context is typically focused on:

a. Managing library staff
b. Describing a project, research, or technical findings
c. Describing visitor experiences
d. Discussing the financial aspect of the library

Answer: b. Describing a project, research, or technical findings
Explanation: A technical report generally details the findings or results of a project or research, often in a scientific or technical field.

Q238. A **trip report** in a library might include:
a. Analysis of financial budgets
b. Details of a library conference or seminar attended
c. The technical details of a library's catalog system
d. Updates on library policies

Answer: b. Details of a library conference or seminar attended
Explanation: A trip report in a library context typically describes experiences, insights, and learnings from a conference, seminar, or field visit.

Q239. Reports can help libraries in:
a. Managing their collections only
b. Tracking employee productivity
c. Documenting activities and making informed decisions
d. Publishing books for distribution

Answer: c. Documenting activities and making informed decisions
Explanation: Reports in libraries serve to document activities, progress, and challenges, helping in decision-making and improving library management.

Q240. Festschriften can include articles contributed by:
a. Only the honoree
b. Professional colleagues, students, and friends
c. The library staff
d. Only published authors

Answer: b. Professional colleagues, students, and friends
Explanation: Festschriften typically include articles contributed by a variety of individuals such as colleagues, students, and friends, honoring the honoree's work and contributions.

Q241. Technical reports are most commonly produced by:
a. Fiction writers
b. Government bodies, industrial organizations, or research agencies
c. Journalists
d. Educational institutions

Answer: b. Government bodies, industrial organizations, or research agencies
Explanation: Technical reports are typically created as a result of mission-oriented research by governments, industries, or research agencies, often involving experimentation.

Q242. An example of a common **administrative report** would be:
a. A research study on climate change
b. A detailed financial report from a company
c. The Annual Report of a ministry or institution
d. A trip report from an international conference

Answer: c. The Annual Report of a ministry or institution
Explanation: Administrative reports often include documents such as annual reports, which provide an overview of an institution or ministry's activities and outcomes over a given year.

Q243. Trip reports are typically written by individuals who:
a. Attend academic conferences only
b. Visit various locations for official or professional purposes
c. Write reviews for publications
d. Create research studies on a specific topic

Answer: b. Visit various locations for official or professional purposes
Explanation: Trip reports are written by individuals, including government officials,

company executives, and scholars, who travel for work-related or professional missions.

Q244. A **research article** is typically written by:
a. Journalists for general public reading
b. Researchers and scholars to convey research findings
c. Editors to summarize a topic
d. Reviewers to analyze other articles

Answer: b. Researchers and scholars to convey research findings
Explanation: Research articles are typically produced by researchers and scholars to present the results of their studies, intended for other researchers and academics.

Q245. A **review article** provides:
a. A personal narrative of an academic's life
b. A critique of scientific experiments
c. An overview of the current state-of-the-art in a specific area of study
d. Data from a recent experiment

Answer: c. An overview of the current state-of-the-art in a specific area of study
Explanation: A review article summarizes the existing research and developments in a narrow area of study, giving a comprehensive look at the current state of knowledge in the field.

Q246. A **popular article** is:
a. Intended for a specific, technical audience
b. A preprint of a research article
c. A general article in newspapers or magazines for the public
d. Published in specialized academic journals

Answer: c. A general article in newspapers or magazines for the public
Explanation: Popular articles are written for a broad audience, usually appearing in newspapers or magazines, and are meant to inform or entertain the general public.

Q247. Preprints refer to:
a. Articles that have already been published in journals
b. Informal drafts of articles submitted for review
c. Articles that are still in the writing phase
d. Articles before their formal publication in journals or similar media

Answer: d. Articles before their formal publication in journals or similar media
Explanation: A preprint is a version of an article that has not yet been formally published in a journal or similar medium, often shared for early feedback.

Q248. Reprints are:
a. Unpublished drafts of articles
b. Copies of an article printed after it is formally published
c. Informal discussions about research findings
d. Articles that have been rejected from journals

Answer: b. Copies of an article printed after it is formally published
Explanation: Reprints are printed copies of articles provided to authors after their formal publication for personal use or distribution.

Q249. Technical articles are generally intended for:
a. General public readers
b. Specialized technical audiences
c. Students in elementary education
d. Fiction writers

Answer: b. Specialized technical audiences
Explanation: Technical articles focus on detailed, specialized information and are intended for professionals or individuals with expertise in the field.

Q250. Articles published in **primary periodicals** typically include:
a. Popular news and entertainment
b. Reviews of fictional books
c. Research findings and original studies
d. Personal anecdotes and stories

Answer: c. Research findings and original studies
Explanation: Primary periodicals typically publish original research articles that convey the results of studies or experiments, making them a key resource for academic and professional communities.

Q251. Diaries maintained by writers, scientists, and scholars typically provide:
a. Fictional stories and imaginative works
b. Authentic biographical material and personal insights
c. Scientific research data
d. Official reports and administrative details

Answer: b. Authentic biographical material and personal insights
Explanation: Diaries are often a source of authentic biographical material, offering personal insights into the lives and thoughts of the individuals who maintain them.

Q252. The **practice of writing letters** for communication is:
a. Completely replaced by digital communication
b. Declining but still present, especially in personal communication
c. Limited to academic and official purposes
d. No longer in use

Answer: b. Declining but still present, especially in personal communication
Explanation: While the use of letters is declining due to the rise of telephones and mobile phones, they are still used, particularly in personal and formal communication.

Q253. Office files are crucial for recording decisions made by which of the following entities?
a. Fictional writers
b. Government bodies, academic institutions, industrial enterprises, and research institutions
c. Publishers and editors
d. Only academic bodies

Answer: b. Government bodies, academic institutions, industrial enterprises, and research institutions
Explanation: Office files are important for recording decisions made by various entities, including government bodies, academic institutions, and industrial enterprises, among others.

Q254. A **service book** is a type of office file that contains information related to:
a. Personal notes and diaries
b. An employee's appointment, promotion, salary fixation, and retirement details
c. Financial transactions of a company
d. Research findings and articles

Answer: b. An employee's appointment, promotion, salary fixation, and retirement details
Explanation: A service book is a file that records important personal and professional information about an employee, such as appointments, promotions, salary details, and retirement-related information.

Q255. A **database** is best described as:
a. A collection of unorganized files
b. A collection of cross-referenced files designed for retrieving information from multiple angles
c. A printed catalog of books and journals
d. A collection of physical documents stored in a library

Answer: b. A collection of cross-referenced files designed for retrieving information from multiple angles
Explanation: Databases are organized collections of files that allow for retrieving information efficiently from various perspectives or queries.

Q256. Which of the following is an example of a **database** used by indexing and abstracting services?
a. Telephone directory
b. Scientific article repository

c. Service book of an employee
d. Personal letter archives

Answer: b. Scientific article repository
Explanation: Many indexing and abstracting services create databases for retrieving information on scientific articles and other specialized resources.

Q257. Databases can typically be accessed from:
a. Only the library of the originating institution
b. Any part of the world, usually for a fee
c. Only in physical form
d. Local personal computers without the need for internet

Answer: b. Any part of the world, usually for a fee
Explanation: Databases, particularly those from indexing and abstracting services, are accessible globally via the internet, typically requiring a subscription or payment.

Q258. Which of the following is **not** commonly stored in an office file?
a. Appointment details of an employee
b. Research findings
c. Performance reports of employees
d. Salary and promotion records

Answer: b. Research findings
Explanation: While office files store official records related to employees and administrative matters, research findings are usually stored separately in research databases or reports.

Q259. Letters are still commonly used for which of the following purposes?
a. Personal communication and formal requests
b. Scientific research publishing
c. Data storage
d. Academic presentations

Answer: a. Personal communication and formal requests
Explanation: Despite the rise of digital communication, letters are still used for personal communication and formal correspondence, such as requests or official notifications.

Q260. A **diary** is primarily a source of:
a. Entertainment stories
b. Academic papers
c. Biographical information and personal reflections
d. Commercial data

Answer: c. Biographical information and personal reflections
Explanation: Diaries provide a direct record of personal experiences, reflections, and biographical details that are often used to understand the life and thoughts of the writer.

Q261. Non-documentary sources of information can be broadly categorized into:
a. Books and journals
b. Humans and organizations
c. Databases and digital resources
d. Films and photographs

Answer: b. Humans and organizations
Explanation: Non-documentary sources of information are typically categorized into humans and organizations, with humans providing expertise and knowledge.

Q262. A **consultant** is best defined as:
a. A person who manages a library
b. An expert who offers professional advice in a specific field
c. A person who organizes academic conferences
d. An individual who writes research papers

Answer: b. An expert who offers professional advice in a specific field
Explanation: A consultant is a professional who provides expert advice in a particular field or industry based on their knowledge and experience.

Q263. An **expert** can be described as:
a. A general practitioner in various fields
b. A person with significant knowledge and skills in a specific area

c. A person who reads books and articles
d. A manager in an organization

Answer: b. A person with significant knowledge and skills in a specific area
Explanation: Experts are individuals who have specialized knowledge or skills in a particular area, often acquired through extensive study and experience.

Q264. A **resource person** typically refers to:
a. An individual who publishes books
b. A person who provides useful information or guidance on a specific subject
c. A researcher in academic institutions
d. An employee of a government agency

Answer: b. A person who provides useful information or guidance on a specific subject
Explanation: Resource persons are individuals with specific knowledge or expertise who provide information and guidance, often during workshops, seminars, or training sessions.

Q265. Extension workers are primarily involved in:
a. Developing technological solutions
b. Providing advisory services to rural or remote areas
c. Conducting scientific research
d. Writing academic publications

Answer: b. Providing advisory services to rural or remote areas
Explanation: Extension workers provide advice and support, particularly in rural or underserved areas, often related to agriculture, health, or education.

Q266. A **representative of a firm** is typically responsible for:
a. Managing technical research in an academic institution
b. Promoting and selling a company's products or services
c. Publishing research findings
d. Organizing public seminars and workshops

Answer: b. Promoting and selling a company's products or services
Explanation: A representative of a firm is responsible for promoting, marketing, and selling the products or services offered by the company.

Q267. A **technological gatekeeper** can be described as:
a. A person who regulates information flow within an organization
b. A person who manages technological development projects
c. An individual who controls access to new technological advancements or innovations
d. A researcher in the field of information technology

Answer: c. An individual who controls access to new technological advancements or innovations
Explanation: Technological gatekeepers play a key role in managing the flow of new technologies and innovations, often determining which technologies are adopted or implemented.

Q268. An **invisible college** refers to:
a. A traditional academic institution with no physical presence
b. A network of experts and scholars who collaborate informally without being formally organized
c. A private institution offering exclusive educational opportunities
d. A special department within a university for secret research

Answer: b. A network of experts and scholars who collaborate informally without being formally organized
Explanation: An invisible college is an informal network of scholars, researchers, and experts who collaborate and exchange ideas without being part of a formal academic institution or organization.

Q269. The term **common men** in the context of non-documentary sources refers to:
a. General individuals who have no specialized

knowledge or expertise
b. Scholars and researchers from academic institutions
c. Experts who contribute to research and development
d. Leaders in scientific communities

Answer: a. General individuals who have no specialized knowledge or expertise
Explanation: "Common men" refers to regular individuals who may not have specialized knowledge but can still provide valuable insights or information from their everyday experiences.

Q270. Which of the following categories is **not** considered a non-documentary source of information under the "humans" category?
a. Consultants
b. Experts
c. Research articles
d. Technological gatekeepers

Answer: c. Research articles
Explanation: Research articles are a documentary source of information, while consultants, experts, and technological gatekeepers are non-documentary sources, as they provide information directly through interaction or expertise rather than through written or published documents.

Q271. Which of the following is **not** considered a category of organizations that provide information?
a. International agencies
b. Government ministries and departments
c. Research and development organizations
d. Popular magazines

Answer: d. Popular magazines
Explanation: Popular magazines are considered a form of documentary source, whereas the listed categories such as international agencies, government ministries, and R&D organizations are sources of information provided by organizations.

Q272. International agencies like **the United Nations** and **UNESCO** are typically considered reliable sources of information because:
a. They offer only statistical data
b. They are government-run organizations
c. They provide authentic, globally recognized information
d. They are privately funded

Answer: c. They provide authentic, globally recognized information
Explanation: International agencies like the UN and UNESCO are recognized worldwide for offering reliable, globally significant data and research on various topics.

Q273. Which of the following is **NOT** a function of government ministries and departments as sources of information?
a. Generating information through official data collection
b. Providing authentic and up-to-date information
c. Serving as unofficial or non-cited information sources
d. Gathering information through their own sources

Answer: c. Serving as unofficial or non-cited information sources
Explanation: Government ministries and departments are considered official and authentic sources, providing data that is reliable, official, and up-to-date.

Q274. Publishing houses are important sources of information because they:
a. Only publish academic journals
b. Store manuscripts, photographs, and letters from authors
c. Do not interact with authors or researchers
d. Specialize in broadcasting information

Answer: b. Store manuscripts, photographs, and letters from authors
Explanation: Publishing houses play a key role in storing and handling manuscripts, letters from authors, photographs, and other valuable materials related to publications.

Q275. Broadcasting houses like All India Radio are significant sources of information because they:
a. Focus on print-based publications
b. Provide real-time audio and news broadcasts
c. Only broadcast entertainment content
d. Are government-run print media

Answer: b. Provide real-time audio and news broadcasts
Explanation: Broadcasting houses like All India Radio provide real-time information and news broadcasts, making them important sources of current affairs and updates.

Q276. International agencies like the **Asian Development Bank (ADB)** are examples of:
a. Local news agencies
b. Research institutions
c. International and regional organizations providing information
d. Government ministries

Answer: c. International and regional organizations providing information
Explanation: Agencies like the ADB are international or regional organizations that provide essential data and research on topics related to development and economics.

Q277. Research and development organizations primarily provide information on:
a. Scientific discoveries and advancements
b. Literary works and novels
c. Entertainment and media broadcasts
d. Political decisions and policies

Answer: a. Scientific discoveries and advancements
Explanation: Research and development organizations focus on providing information related to new scientific discoveries, technological advancements, and innovations in various fields.

Q278. Which of the following is **not** typically an authentic source of information provided by organizations?
a. Societies
b. Academic institutions
c. Government ministries
d. Personal diaries

Answer: d. Personal diaries
Explanation: Personal diaries are personal records and are not typically considered authentic sources of information in the same way that academic institutions, government ministries, and societies are.

Q279. Which type of organization would most likely be responsible for organizing and maintaining **trade fairs**?
a. Museums
b. Broadcasting houses
c. Research organizations
d. Societies and business associations

Answer: d. Societies and business associations
Explanation: Societies and business associations typically organize and manage trade fairs, providing valuable information on specific industries and technologies.

Q280. Which of the following is a source of information that can provide **authentic and up-to-date** data related to **health and global development**?
a. Museums
b. WHO (World Health Organization)
c. Private publishing houses
d. Local libraries

Answer: b. WHO (World Health Organization)
Explanation: The WHO is an international organization known for providing authoritative and up-to-date information on global health issues and development.

history and development of **broadcasting houses** in India, including radio and television broadcasting, and their importance as **information sources**. Below is a summary table:

Aspect	Details
Radio Broadcasting	- Started in 1927 with two privately owned transmitters

	in Bombay and Calcutta. - Control was taken over by the British government in 1930, renaming it **Indian Broadcasting Service**. - Renamed **All India Radio** in 1936, and **Akash Vani** in 1957.
Television Broadcasting	- Began on **15 September 1959** from Akash Vani Bhavan, New Delhi. - Regular service with news bulletin started in 1965. - By 2000, **Door darshan** had over 1,000 transmitters covering 87% of India's population.

Q281. Which of the following is **not** a feature of **archives**?
a. Archives are collections of historical documents or records
b. Archives include files and records of governments, families, and organizations
c. Duplicates of documents in archives are widely available
d. Archives focus on the preservation of historical content

Answer: c. Duplicates of documents in archives are widely available
Explanation: Unlike books, archives typically do not have duplicates available, especially for original documents. This makes them unique and valuable as primary sources.

Q282. The **National Archives of India** was established in:
a. 1947
b. 1891
c. 1857
d. 1901

Answer: b. 1891
Explanation: The National Archives of India was established in 1891 as the Imperial Record Department, making it a significant repository for historical records in India.

Q283. Which of the following is **NOT** a characteristic of a **museum**?
a. Museums store and exhibit objects of historical, scientific, and artistic interest
b. Museums can be categorized into general and special types
c. Museums only collect written documents
d. Museums like the Indian Museum of Calcutta are general museums

Answer: c. Museums only collect written documents
Explanation: Museums collect a wide range of objects, not just written documents. These may include artifacts, sculptures, art, botanical specimens, and other items of cultural, scientific, and historical value.

Q284. A **referral centre** primarily serves the function of:
a. Providing information directly to seekers
b. Directing information seekers to appropriate sources
c. Storing and preserving information
d. Organizing exhibitions and trade fairs

Answer: b. Directing information seekers to appropriate sources
Explanation: A referral Centre's role is to guide individuals seeking information to the correct sources, such as libraries, information centers, or specific experts.

Q285. The **Internet** is considered a non-documentary source of information because:
a. It is not a physical document
b. It is an organization
c. It is a collection of written records
d. It can only provide documented sources

Answer: a. It is not a physical document
Explanation: The Internet is a vast platform that provides access to various types of information but does not itself constitute a physical document, making it a non-documentary source.

Q286. Which of the following is **not** a category of museums?
a. General museums
b. Special museums
c. Digital museums
d. Archaeological museums

Answer: c. Digital museums
Explanation: Museums are categorized into general and special, with digital museums being a modern concept that is not typically recognized as a traditional category.

Q287. Internet as a source of information is considered powerful because it:
a. Requires expensive subscription fees for all content
b. Allows searching for information from anywhere in the world
c. Only provides text-based information
d. Is restricted to a specific group of users

Answer: b. Allows searching for information from anywhere in the world
Explanation: The Internet is a powerful source of information because it enables users to access vast amounts of data and resources from anywhere, anytime.

Q288. The **Indian Museum of Calcutta** is an example of a:
a. Special museum
b. General museum
c. Digital museum
d. Private museum

Answer: b. General museum
Explanation: The Indian Museum of Calcutta is considered a general museum as it houses collections from various branches of knowledge, including archaeology, art, and zoology.

Q289. Which of the following is **not** typically found in **archives**?
a. Files and documents
b. Original records of historical significance
c. Duplicates of books and periodicals
d. Rare historical manuscripts

Answer: c. Duplicates of books and periodicals
Explanation: Archives contain original records and files, and unlike books, they generally do not have duplicates of documents, especially unique historical materials.

Q290. Referral centres differ from libraries in that:
a. They directly supply information
b. They store information
c. They only direct individuals to the appropriate information sources
d. They provide detailed records and documents

Answer: c. They only direct individuals to the appropriate information sources
Explanation: Referral centres serve to guide users to other resources, whereas libraries and information centers store and directly provide access to information.

Information Sources by Content

Category Description	Examples of Documents
Primary Sources Contain original, first-hand research or discoveries. They present new findings or interpretations and are the first account of research before it has been published elsewhere.	- Research periodicals - Technical reports - Conference documents - Theses/Dissertations - Patents - Standards - Trade catalogues - Laboratory notebooks
Secondary Sources Derived from primary sources, these sources organize or arrange material systematically. They help bring together scattered	- Bibliographies - Indexing periodicals - Abstracting periodicals - Reviewing periodicals - Textbooks

information from primary sources. **Tertiary Sources** Sources that are based on secondary sources or serve as keys to both primary and secondary sources. They often provide an overview or a guide to other sources.	- Monographs - Encyclopaedias - Handbooks - Bibliography of bibliographies - Guides to reference sources - Research in progress

Information Sources by Media

Media Type	Description
Print Media	Traditional sources that are printed on paper, such as books, journals, and newspapers.
Non-Print Media	Sources that do not involve printed material, such as audio, video, digital formats, and electronic resources.

UNIT 6

PRINT AND NON-PRINT SOURCES

Q291. The practice of writing emerged approximately:
a. 1,000 years ago
b. 3,000 years ago
c. 5,000 years ago
d. 10,000 years ago

Answer: c. 5,000 years ago
Explanation: The oldest known writing dates back to around 3,000 BC in Mesopotamia, marking the emergence of writing around 5,000 years ago.

Q292. The Chinese invented block printing by the:
a. 6th century AD
b. 8th century AD
c. 10th century AD
d. 12th century AD

Answer: b. 8th century AD
Explanation: Evidence suggests that the Chinese invented block printing by the 8th century AD, although the method remained confined primarily to China.

Q293. Who is credited with inventing the method of printing using movable types?
a. Leonardo da Vinci
b. Johannes Gutenberg
c. Thomas Edison
d. Alexander Graham Bell

Answer: b. Johannes Gutenberg
Explanation: Johannes Gutenberg of Germany is credited with inventing the movable type printing method in the 1450s, revolutionizing the production of books.

Q294. By the end of the 15th century, approximately how many books were in circulation in Europe due to Gutenberg's invention?
a. 100,000 books
b. 1 million books
c. 9 million books
d. 90 million books

Answer: c. 9 million books
Explanation: By the end of the 15th century, approximately 9 million books were in circulation in Europe, thanks to Gutenberg’s invention of movable type printing.

Q295. Which of the following industries was **NOT** directly affected by the invention of printing in the 15th century?
a. Printing machinery industry
b. Publishing and book trade industry
c. Pulp and paper industry
d. Automobile industry

Answer: d. Automobile industry
Explanation: The automobile industry was not

affected by the invention of printing in the 15th century. The printing revolution impacted industries like printing machinery, publishing, book trade, and pulp and paper industries.

Q296. The growth of literacy and educational institutions in Europe in the 15th century was largely due to:
a. The development of online education
b. The invention of movable type printing
c. The spread of radio broadcasting
d. The rise of personal computers

Answer: b. The invention of movable type printing
Explanation: The invention of movable type printing by Gutenberg in the 15th century led to the growth of literacy and educational institutions by making books more widely available.

Q297. The non-print media started to challenge the dominance of print media in the:
a. Early 19th century
b. Early 20th century
c. Second half of the 20th century
d. 21st century

Answer: c. Second half of the 20th century
Explanation: In the second half of the 20th century, non-print media, such as radio, television, and eventually digital media, began to challenge the dominance of print media.

Q298. Which of the following was **NOT** a result of the invention of movable type printing?
a. Rise in literacy rates
b. Emergence of publishing professionals
c. Decline of educational institutions
d. Creation of a printing machinery industry

Answer: c. Decline of educational institutions
Explanation: The invention of movable type printing led to the rise in literacy rates, the emergence of publishing professionals, and the creation of printing-related industries, but it did not lead to the decline of educational institutions.

Q299. What is the primary concern raised regarding the future of print media?
a. It is too expensive
b. It may be overshadowed by non-print media
c. It is not environmentally sustainable
d. It is too slow in distribution

Answer: b. It may be overshadowed by non-print media
Explanation: The primary concern is whether print media can withstand the pressure from the growing influence of non-print media such as digital and broadcast media.

Q300. Cave paintings from Altamira and Lascaux are examples of early:
a. Written communication
b. Non-print media
c. Printed materials
d. Books and manuscripts

Answer: b. Non-print media
Explanation: Cave paintings from Altamira and Lascaux represent early forms of non-print media, where messages were conveyed through drawings and symbols.

Q301. A **leaflet** is defined as:
a. A large printed sheet for advertising
b. A small sheet of paper folded once, with 2 or 4 pages
c. A printed card used for greeting
d. A booklet of more than 100 pages

Answer: b. A small sheet of paper folded once, with 2 or 4 pages
Explanation: A leaflet is a small sheet of paper, usually folded once to create two or four pages, and typically not stapled or stitched.

Q302. According to UNESCO, a **pamphlet** is:
a. A periodical publication
b. A printed publication with more than 50 pages
c. A non-periodic printed publication of 5 to 48 pages
d. A greeting card

Answer: c. A non-periodic printed publication of 5 to 48 pages
Explanation: A pamphlet, as defined by UNESCO, is a non-periodic printed publication of 5 to 48 pages, excluding cover pages, and is usually stapled or stitched.

Q303. What is the minimum number of pages for a publication to be considered a **book** according to UNESCO?
a. 20 pages
b. 49 pages
c. 100 pages
d. 150 pages

Answer: b. 49 pages
Explanation: According to UNESCO, a book is a non-periodic printed publication of at least 49 pages, excluding cover pages.

Q304. Which of the following is **NOT** typically included in libraries' collections?
a. Books
b. Leaflets
c. Pamphlets
d. Printed cards

Answer: d. Printed cards
Explanation: Libraries generally focus on books, leaflets, and pamphlets for their collections, while printed cards (used for greetings or invitations) are not typically included.

Q305. A **printed card** is primarily used for:
a. Advertising
b. Greetings and invitations
c. Educational purposes
d. Political campaigning

Answer: b. Greetings and invitations
Explanation: Printed cards are usually used for sending greetings or invitations to events like weddings and festivals.

Q306. Printed sheets are generally used for:
a. Greeting cards
b. Advertising, campaigning, and other purposes
c. Educational textbooks
d. Library collections

Answer: b. Advertising, campaigning, and other purposes
Explanation: Printed sheets are typically used for advertising, campaigning, and other promotional purposes, not for library collections or textbooks.

Q307. The size of **The New International Webster's Comprehensive Dictionary of the English Language (Encyclopedic ed.)** is:
a. 28 x 21 cm
b. 15 x 10 cm
c. 40 x 30 cm
d. 25 x 18 cm

Answer: a. 28 x 21 cm
Explanation: The size of **The New International Webster's Comprehensive Dictionary of the English Language (Encyclopedic ed.)** is 28 x 21 cm.

Q308. A **pamphlet** is usually:
a. Bound in hard covers
b. Printed with a large number of pages
c. Stapled or stitched
d. Printed to convey greetings

Answer: c. Stapled or stitched
Explanation: Pamphlets are typically stapled or stitched and usually contain simple information on a particular topic.

Q309. The **leaflet** is typically **NOT**:
a. Stapled or stitched
b. Larger than a book
c. Folded once
d. Printed to provide information

Answer: b. Larger than a book
Explanation: A leaflet is generally smaller than a book and is folded once, not large like a book.

Q310. Which of the following statements is **NOT** true about a book?
a. A book contains at least 49 pages
b. A book is printed on a single sheet of paper
c. A book is usually stitched or stapled along one edge
d. A book is placed within protective covers

Answer: b. A book is printed on a single sheet of paper
Explanation: A book typically consists of multiple pages and is stitched or stapled along one edge, not printed on a single sheet of paper.

Q311. In a **children's book**, illustrations are primarily used to:
a. Provide detailed explanations
b. Make the book more attractive and educative
c. Replace the text entirely
d. Fill up blank spaces

Answer: b. Make the book more attractive and educative
Explanation: Illustrations in children's books are used to make them visually appealing and to support educational content.

Q312. A **frontispiece** in a book is:
a. A decorative page at the end of the book
b. An illustration that faces the title page
c. A detailed index of the book
d. The first chapter of the book

Answer: b. An illustration that faces the title page
Explanation: A frontispiece is an illustration placed facing the title page, often used in books like biographies or festschriften.

Q313. Periodicals are an important source of information because they:
a. Are published once a year
b. Contain only advertisements
c. Present the latest research findings and reviews
d. Are printed in only one language

Answer: c. Present the latest research findings and reviews
Explanation: Periodicals, especially primary periodicals, publish the latest research, while secondary periodicals summarize these findings in abstracts or reviews.

Q314. A **secondary periodical**:
a. Publishes original research findings
b. Gathers and summarizes information from primary periodicals
c. Contains mostly advertisements
d. Is not regularly published

Answer: b. Gathers and summarizes information from primary periodicals
Explanation: Secondary periodicals collect and present information from primary periodicals, typically in the form of abstracts, articles, or reviews.

Q315. The primary function of **newspapers** is to:
a. Publish novels
b. Serve as a powerful medium for communication
c. Provide entertainment only
d. Teach academic subjects

Answer: b. Serve as a powerful medium for communication
Explanation: Newspapers have long served as a powerful medium for communicating current events, news, and updates to the public.

Q316. Newspapers in India are published in:
a. Only English and Hindi
b. A few regional languages
c. Numerous regional languages like Bengali, Marathi, Tamil, Telugu, etc.
d. Only Hindi and Bengali

Answer: c. Numerous regional languages like Bengali, Marathi, Tamil, Telugu, etc.
Explanation: In India, newspapers are published not only in English and Hindi but also in many regional languages such as Bengali, Marathi, Tamil, and Telugu.

Q317. A **map** is:
a. A photograph of a location
b. A written description of a place
c. A depiction of the earth's surface or a component of it
d. A type of book

Answer: c. A depiction of the earth's surface or a component of it
Explanation: A map is a visual representation of the earth's surface or specific areas such as countries, cities, or roads.

Q318. Illustrations in books are primarily used to:
a. Replace the text
b. Make the content more visually engaging
c. Serve as references for research
d. Provide detailed factual content

Answer: b. Make the content more visually engaging
Explanation: Illustrations are used to enhance the visual appeal of a book and engage the reader, particularly in educational or children's books.

Q319. Periodicals are an essential source for researchers because they:
a. Only provide historical content
b. Offer the most recent updates on research findings
c. Contain fiction and entertainment content
d. Are published in limited languages

Answer: b. Offer the most recent updates on research findings
Explanation: Periodicals, especially primary ones, offer the latest research and developments, which are crucial for researchers to stay informed.

Q320. Maps are usually printed on:
a. Transparent sheets
b. Durable sheets of paper
c. Digital screens only
d. Magazines

Answer: b. Durable sheets of paper
Explanation: Maps are typically printed on durable sheets of paper, as they need to withstand use and display details about geographic locations.

Q321. Calendars and diaries are primarily used by organizations to:
a. Provide a record of past events
b. Distribute free to employees, customers, and agents
c. Advertise products only
d. Display only national holidays

Answer: b. Distribute free to employees, customers, and agents
Explanation: Organizations produce calendars and diaries to distribute to employees, customers, and other stakeholders, often containing relevant information such as dates, holidays, and scenic photographs.

Q322. The **photographs** on some calendars typically depict:
a. Business strategies
b. Famous personalities
c. Scenic beauty like temples, mountains, etc.
d. Financial reports

Answer: c. Scenic beauty like temples, mountains, etc.
Explanation: Many calendars feature colorful photographs of scenic places, temples, mountains, and other visually attractive subjects.

Q323. Non-print media can be categorized into:
a. Oral, written, and cyber media
b. Conventional, electronic, and cyber media
c. Written, visual, and oral media
d. Print, oral, and visual media

Answer: b. Conventional, electronic, and cyber media
Explanation: Non-print media is classified into conventional (oral, audio, visual, audio-visual), electronic, and cyber media.

Q324. The **oral medium** of communication is:
a. The least used form of communication
b. Primarily used for one-way communication
c. Used for communication in various forms, from one-to-one to many-to-many
d. Confined to written messages

Answer: c. Used for communication in various forms, from one-to-one to many-to-many
Explanation: Oral communication is versatile and can occur in various settings, such as one-to-one, one-to-few, one-to-many, and many-to-many.

Q325. One-to-One communication in the oral medium occurs when:
a. A teacher speaks to a class
b. A person gives a speech to a large audience
c. Two individuals talk to each other
d. A political leader addresses thousands of people

Answer: c. Two individuals talk to each other
Explanation: One-to-one communication happens when two people engage in a conversation, such as between friends, family, or in interviews.

Q326. One-to-a Few communication occurs in situations such as:
a. Classroom lectures
b. Large conferences
c. One-on-one interviews
d. Press conferences

Answer: a. Classroom lectures
Explanation: In this form of communication, a speaker (like a teacher) addresses a small group of people (like students in a classroom).

Q327. One-to-Many communication is common in:
a. Group discussions
b. Press conferences
c. Personal phone calls
d. Round table conferences

Answer: b. Press conferences
Explanation: One-to-many communication occurs when a single speaker addresses a large group, such as a press conference where a VIP responds to many reporters' questions.

Q328. Many-to-One communication typically happens when:
a. A teacher addresses the class
b. A group of people presents their grievances to a VIP
c. A speaker gives a public address
d. A group holds a round table conference

Answer: b. A group of people presents their grievances to a VIP
Explanation: This form of communication happens when several people express their views or complaints to a single listener, such as a VIP or government official.

Q329. Many-to-Many communication occurs in:
a. Telephone conversations
b. Group discussions or round table conferences
c. Classroom settings
d. Personal interviews

Answer: b. Group discussions or round table conferences
Explanation: Many-to-many communication occurs in settings like group discussions or conferences, where everyone has a chance to speak and interact with others.

Q330. Oral communication through **electronic devices** like the telephone, radio, and television:
a. Requires no physical medium
b. Can only be used for long-distance communication
c. Transmits information over long distances
d. Is limited to one-on-one conversations

Answer: c. Transmits information over long distances
Explanation: Oral communication can be transmitted over long distances with the use of devices like telephones, radios, and televisions, making it more accessible than face-to-face conversations.

Internet

Feature	Description
Origin	Initially launched by ARPA (Advanced Research Projects Agency) of the US Department of Defence in the 1960s.
Initial Network (1969)	4 computers connected to form ARPANET.
Key Milestones	1972 - Introduction of email, 1997 - 20 million computers connected.
Access Requirements	Requires a computer, sound card, Internet connection (ISP), and browser software like Netscape Navigator.
Search Engines	Google, Bing, etc., used to find information online using keywords.

Q331. Cybermedia refers to:
a. A physical space for media distribution
b. Only the Internet and World Wide Web
c. Physical objects like television and radio
d. Traditional print media

Answer: b. Only the Internet and World Wide Web
Explanation: Cybermedia refers to digital media platforms, specifically the Internet and the World Wide Web, which function in cyberspace.

Q332. Cyberspace and **Cybermedia** are different because:
a. Cybermedia requires an encompassing space
b. Cyberspace is a physical space, while cybermedia is virtual
c. Cybermedia doesn't require a physical space like cyberspace does
d. Cybermedia and cyberspace are the same

Answer: c. Cybermedia doesn't require a physical space like cyberspace does
Explanation: Cybermedia refers to platforms like the Internet and World Wide Web, which operate in the virtual realm, whereas cyberspace refers to the entire digital and virtual environment.

Q333. The **World Wide Web (WWW)** is:
a. A type of software used for data storage
b. A platform with its own database
c. A mechanism that searches and retrieves data from databases owned by others
d. A government-controlled medium

Answer: c. A mechanism that searches and retrieves data from databases owned by others
Explanation: The WWW acts as a platform to access and search through various databases, rather than hosting its own databases.

Q334. The **World Wide Web** was created by:
a. Steve Jobs
b. Bill Gates
c. Tim Berners-Lee
d. Larry Page

Answer: c. Tim Berners-Lee
Explanation: Tim Berners-Lee, a physicist at CERN, created the World Wide Web using a hypertext model and Standard Generalized Markup Language (SGML).

Q335. The **World Wide Web (WWW)** operates by using:
a. HTML only
b. Hypertext and Internet addresses
c. Database management software
d. Print media

Answer: b. Hypertext and Internet addresses
Explanation: The WWW uses hypertext documents, which are coded with Internet addresses, to allow users to access information from various servers.

Q336. The **World Wide Web** has become an integral part of our culture because it allows:
a. Only the exchange of scientific information
b. Only e-commerce
c. A variety of activities like communication, shopping, news dissemination, and making

friendships
d. Communication solely in the form of emails

Answer: c. A variety of activities like communication, shopping, news dissemination, and making friendships
Explanation: The WWW is used for a wide range of activities, from exchanging scientific information to advertising products, connecting people globally, and even forming relationships.

Q337. The mechanism that allows users to retrieve information from millions of global databases is provided by:
a. Satellite networks
b. Internet and World Wide Web together
c. Social media platforms
d. Traditional print libraries

Answer: b. Internet and World Wide Web together
Explanation: The Internet and the World Wide Web provide a mechanism for accessing vast global databases, offering users easy access to information from across the world.

Q338. Tim Berners-Lee created the World Wide Web by combining which two technologies?
a. Standard Generalized Markup Language (SGML) and HTML
b. Hypertext model and SGML with extensions
c. Internet and Hypertext
d. JavaScript and HTML

Answer: b. Hypertext model and SGML with extensions
Explanation: Tim Berners-Lee created the World Wide Web using a hypertext model and SGML with some extensions to enable documents to be read and accessed over the Internet.

Q339. World Wide Web (WWW) is primarily used for:
a. Hosting personal data
b. Searching information and communicating globally
c. Storing physical archives
d. Creating physical documents

Answer: b. Searching information and communicating globally
Explanation: The WWW is a platform for accessing information, communicating globally, and engaging in various online activities.

Q340. The **Internet** and the **World Wide Web** combined allow users to:
a. Share only images and videos
b. Access information from numerous databases worldwide
c. Print documents easily
d. Store personal data securely

Answer: b. Access information from numerous databases worldwide
Explanation: The combination of the Internet and the World Wide Web provides the tools and infrastructure needed to access vast amounts of data from global databases.

Q341. A **CD-ROM** is a hard plastic disc with a storing capacity of approximately:
a. 1.44 MB
b. 650 MB
c. 1 GB
d. 100 MB

Answer: b. 650 MB
Explanation: A CD-ROM typically has a storing capacity of around 650 megabytes, which is a vast amount compared to older media like floppy disks.

Q342. The capacity of a **double-sided-double-density (DSDD)** floppy disk is:
a. 650 MB
b. 1 GB
c. 1.44 MB
d. 300 MB

Answer: c. 1.44 MB
Explanation: A DSDD floppy disk has a storage capacity of 1.44 MB, which is much smaller than a CD-ROM's 650 MB capacity.

Q343. The average access time to CD-ROM data is approximately:
a. 130 milliseconds to 300 milliseconds
b. 10 milliseconds to 50 milliseconds
c. 500 milliseconds to 1 second
d. 1 second to 2 seconds

Answer: a. 130 milliseconds to 300 milliseconds
Explanation: CD-ROMs have an average access time ranging between 130 milliseconds to 300 milliseconds.

Q344. CD Interactive (CD-i) was developed by:
a. Microsoft and Sony
b. Philips and Sony
c. IBM and Philips
d. Apple and Sony

Answer: b. Philips and Sony
Explanation: CD Interactive (CD-i) was developed by Philips and Sony as a multimedia system in the 1980s.

Q345. The main purpose of **CD Interactive (CD-i)** was initially envisioned for:
a. Web browsing
b. Creative leisure, education, and training
c. Video editing
d. Online gaming

Answer: b. Creative leisure, education, and training
Explanation: CD-i was originally developed for use in creative leisure, education and training, entertainment, home use, and even in cars.

Q346. The **CD-i** player was launched in:
a. 1986
b. 1990
c. 1995
d. 2000

Answer: b. 1990
Explanation: Although its specifications were launched in 1986, the CD-i player did not appear until around 1990.

Q347. CD-i was eventually replaced by:
a. Blu-ray
b. DVD
c. USB drives
d. Digital tapes

Answer: b. DVD
Explanation: DVD technology proved to be a better alternative to CD-i, leading to its decline in the market.

Q348. Philips eventually backed out of the **CD-i** project after selling:
a. A few hundred thousand units
b. Several million units
c. A few thousand units
d. Over 10 million units

Answer: a. A few hundred thousand units
Explanation: Philips sold several hundred thousand CD-i units but eventually backed out due to the lack of a large market for the product.

Q349. Even though **CD-i** did not gain widespread popularity, it is still used in:
a. Home entertainment systems
b. Education and training in the USA
c. Online gaming
d. Music production

Answer: b. Education and training in the USA
Explanation: Despite its limited market, CD-i is still being used for educational and training purposes in the USA.

Q350. The **CD-i** technology was part of an attempt to create a **multimedia system** that combined:
a. Audio and video only
b. Text, audio, and video
c. Audio and text only
d. Video and interactive games

Answer: b. Text, audio, and video
Explanation: CD-i was designed as a multimedia

system, combining text, audio, and video to offer an interactive experience.

Q351. The acronym **DVD** originally stood for:
a. Digital Versatile Disc
b. Digital Video Disc
c. Digital Variable Disc
d. Digital Voice Disc

Answer: b. Digital Video Disc
Explanation: Initially, DVD was referred to as Digital Video Disc, but it was later changed to Digital Versatile Disc due to its broader usage.

Q352. A standard **single-layer, single-sided DVD** has a storage capacity of:
a. 1 GB
b. 4.7 GB
c. 8.5 GB
d. 17 GB

Answer: b. 4.7 GB
Explanation: A standard single-layer, single-sided DVD can store approximately 4.7 GB of data, which is about eight times the capacity of a standard CD.

Q353. The storage capacity of a **two-layered standard DVD** is:
a. 4.7 GB
b. 8.5 GB
c. 17 GB
d. 1.44 MB

Answer: b. 8.5 GB
Explanation: A two-layered standard DVD can store up to 8.5 GB of data.

Q354. The storage capacity of a **two-layered, two-sided DVD** is:
a. 4.7 GB
b. 8.5 GB
c. 17 GB
d. 25 GB

Answer: c. 17 GB
Explanation: A two-layered, two-sided DVD can store up to 17 GB of data, significantly more than a standard CD or DVD.

Q355. To use a **DVD**, you need a new disk drive that is also compatible with:
a. Blu-ray discs
b. CD-ROMs and audio CDs
c. USB drives
d. External hard drives

Answer: b. CD-ROMs and audio CDs
Explanation: A DVD drive is required to read DVDs, and it is typically backward-compatible to read older CD-ROMs and audio CDs as well.

Q356. The **DVD** is primarily used for storing:
a. Only audio
b. Only video
c. Text and multimedia data
d. Only computer files

Answer: c. Text and multimedia data
Explanation: DVDs are versatile and used for storing a wide range of data, including video films, texts, and multimedia content.

Q357. A **DVD** is similar in size and appearance to:
a. A Blu-ray disc
b. A CD or CD-ROM
c. A floppy disk
d. A hard disk

Answer: b. A CD or CD-ROM
Explanation: DVDs are similar in size and appearance to CDs, with both having a diameter of 12 cm.

Q358. The main reason why **DVD** was rebranded from Digital Video Disc to Digital Versatile Disc is its:
a. Limited use for video
b. Ability to store a variety of data types
c. Small size
d. High speed of access

Answer: b. Ability to store a variety of data types
Explanation: The rebranding to Digital Versatile Disc reflects the broad range of data (not just video) that DVDs can store, including text, multimedia, and large files.

Q359. The abbreviation **WORM** stands for:
a. Write Once Read Only Many times
b. Write Once Read Multiple times
c. Write Once Read Many times
d. Write Only Read Many times

Answer: c. Write Once Read Many times
Explanation: WORM media allows data to be written only once, but it can be read many times. Data cannot be erased or altered.

Q360. CD-R, a type of WORM media, was introduced in:
a. 1985
b. 1993
c. 2000
d. 1990

Answer: b. 1993
Explanation: CD-R (Compact Disc-Recordable) media, a WORM type, was introduced in 1993, allowing data to be written once and read many times.

Q361. Photo-CD is a type of **CD-R** used to:
a. Store music
b. Record video
c. Store photographs as electronic still images
d. Store software

Answer: c. Store photographs as electronic still images
Explanation: Photo-CD is a WORM media that specifically records photographs as digital images.

Q362. Magnetic media stores data using:
a. Laser technology
b. Ink printing
c. Magnetic material such as iron oxide
d. Electric charge

Answer: c. Magnetic material such as iron oxide
Explanation: Magnetic media uses materials like iron oxide to store data, with the magnetic properties allowing for the retention of information.

Q363. The first use of **magnetic tapes** to store data was for the **UNIVAC** computer in:
a. 1945
b. 1951
c. 1960
d. 1975

Answer: b. 1951
Explanation: Magnetic tapes were first used to store data in 1951 for the UNIVAC computer, marking a major milestone in data storage technology.

Q364. A **magnetic tape** is made from:
a. Rubber
b. Plastic coated with iron oxide
c. Silicon
d. Copper

Answer: b. Plastic coated with iron oxide
Explanation: Magnetic tapes are thin ribbons made from plastic, with one side coated in iron oxide to store data magnetically.

Q365. Magnetic tapes were first used for:
a. Audio recording
b. Video storage
c. Storing computer data
d. Photographic images

Answer: c. Storing computer data
Explanation: Magnetic tapes were originally used for storing computer data, particularly for the UNIVAC computer in 1951.

Q366. WORM media cannot:
a. Be written to
b. Be read

c. Have data erased or altered
d. Store data

Answer: c. Have data erased or altered
Explanation: WORM media allows data to be written once, and the data cannot be erased or altered once written.

Q367. The first use of **magnetic discs** as a data storage device occurred in:
a. 1950
b. 1962
c. 1975
d. 1980

Answer: b. 1962
Explanation: Magnetic discs were first introduced as a data storage device in 1962, marking the beginning of their use in computer systems.

Q368. A collection of **magnetic discs** is called:
a. Disk stack
b. Disc pack
c. Disk array
d. Magnetic collection

Answer: b. Disc pack
Explanation: A collection of magnetic discs, typically eleven in number, is referred to as a disc pack.

Q369. The typical storage capacity of a **disc pack** is:
a. 1MB
b. 3MB
c. 5MB
d. 10MB

Answer: b. 3MB
Explanation: A typical disc pack holds a capacity of around 3MB of data.

Q370. The **floppy disk** is also known by various names such as:
a. Floppy drive
b. Disc pack
c. Diskette
d. CD-R

Answer: c. Diskette
Explanation: The floppy disk is commonly referred to by various names such as diskette, floppy, or disk.

Q371. The original size of a **floppy disk** was:
a. 3.5 inches
b. 5.25 inches
c. 8 inches
d. 10 inches

Answer: c. 8 inches
Explanation: The original floppy disk had a diameter of 8 inches before it was reduced in size to 5.25 inches and later to 3.5 inches.

Q372. The **floppy disk** is primarily made from:
a. Glass
b. Mylar
c. Plastic
d. Aluminum

Answer: b. Mylar
Explanation: Floppy disks are made from Mylar, a type of plastic material, coated with magnetic material.

Q373. The typical capacity of a modern **floppy disk** is:
a. 256KB
b. 512KB
c. 1.44MB
d. 3MB

Answer: c. 1.44MB
Explanation: Modern floppy disks typically have a storage capacity of 1.44MB.

Q374. Magnetic discs are coated with:
a. Silicon
b. Iron oxide
c. Copper
d. Aluminum oxide

Answer: b. Iron oxide
Explanation: Magnetic discs are coated with iron oxide or a similar magnetic material that allows data to be stored magnetically.

Q375. Microforms are typically used for:
a. Audio storage
b. Video storage
c. Miniature reproductions of documents
d. Digital storage

Answer: c. Miniature reproductions of documents
Explanation: Microforms are used to store miniature reproductions of documents that require magnification for viewing.

Q376. The magnification required to read microforms is typically:
a. 2x
b. 5x
c. 10x
d. 210x

Answer: c. 10x
Explanation: A magnification of 10 times is usually sufficient to read microforms, although some cases may require up to 210 times magnification.

Q377. Roll microfilm typically comes in which widths?
a. 12mm or 25mm
b. 8mm or 18mm
c. 16mm or 35mm
d. 20mm or 50mm

Answer: c. 16mm or 35mm
Explanation: Roll microfilm typically comes in widths of either 16mm or 35mm, wound on a reel or loaded into a cassette or cartridge.

Q378. The length of a standard roll of **microfilm** is usually:
a. 50 feet
b. 100 feet
c. 200 feet
d. 500 feet

Answer: b. 100 feet
Explanation: A standard roll of microfilm is usually 100 feet long.

Q379. Which of the following is a type of **flat microform**?
a. Microfilm
b. Microfiche
c. Punched cards
d. Digital disc

Answer: b. Microfiche
Explanation: Microfiche is a type of flat microform, along with superfiche and ultrafiche.

Q380. Punched cards were used for:
a. Data storage according to a code
b. Audio processing
c. Video recording
d. Digital printing

Answer: a. Data storage according to a code
Explanation: Punched cards were used for storing data according to a specific code for processing by automatic data processing machines.

Q381. Aperture cards have a window or aperture that holds:
a. Digital data
b. Microfilm strips
c. Printed documents
d. Magnetic media

Answer: b. Microfilm strips
Explanation: Aperture cards are punched cards with a window or aperture at one end, which holds microfilm strips, often 35mm or 16mm in size.

Q382. The typical size of an **aperture card** is:
a. 3.25 x 7.37 inches
b. 4.25 x 9.25 inches

c. 5.25 x 10.37 inches
d. 6.5 x 12 inches

Answer: a. 3.25 x 7.37 inches
Explanation: The typical size of an aperture card is 3.25 x 7.37 inches, though various sizes are available.

UNIT 7

National information Systems and programs

Q383. The full form of **NISSAT** is:
a. National Institute for Science and Technology Application and Training
b. National Information System for Science and Technology
c. National Information System for Software and Technology
d. National Institute for Scientific and Technical Advancement

Answer: b. National Information System for Science and Technology
Explanation: NISSAT stands for National Information System for Science and Technology.

Q384. NISSAT was launched by which department?
a. Department of Science and Technology (DST)
b. Department of Scientific and Industrial Research (DSIR)
c. Ministry of Education
d. Ministry of Information Technology

Answer: b. Department of Scientific and Industrial Research (DSIR)
Explanation: NISSAT was launched by the Department of Scientific and Industrial Research (DSIR).

Q385. The broad objective of the **NISSAT program** was to:
a. Train scientists and technologists
b. Interlink and coordinate information sources and services
c. Develop scientific publications
d. Promote international research collaboration

Answer: b. Interlink and coordinate information sources and services
Explanation: NISSAT aimed to create an effective network by interlinking and coordinating a large number of information sources, systems, and services.

Q386. The **NISSAT program** was formally implemented in:
a. August 1975
b. December 1976
c. September 1977
d. January 1978

Answer: c. September 1977
Explanation: NISSAT was formally implemented in September 1977.

Q387. The coordinating agency for the **NISSAT program** is under the purview of:
a. Ministry of Education
b. Department of Scientific and Industrial Research (DSIR)
c. Ministry of Science and Technology
d. Indian National Science Academy

Answer: b. Department of Scientific and Industrial Research (DSIR)
Explanation: DSIR is responsible for the overall coordination of the NISSAT program.

Q388. The full form of **VAPIS** is:
a. Value Added Program for Information Systems
b. Value Added Patent Information Systems
c. Virtual Access to Patent Information Systems
d. Variable Access Patent Information Systems

Answer: b. Value Added Patent Information Systems
Explanation: VAPIS was established to strengthen patent information activities in India.

Q389. VAPIS was established in which two areas?

a. Physics and Mathematics
b. Chemistry and Chemical Technology; Engineering
c. Agriculture and Medicine
d. Electronics and Communication

Answer: b. Chemistry and Chemical Technology; Engineering
Explanation: VAPIS focused on chemistry and chemical technology at National Chemical Laboratory, Pune, and engineering at Central Manufacturing Technology Institute, Bangalore.

Q390. The **NACIDS centres** were established to:
a. Develop patents
b. Provide online access to international databases
c. Train scientists in patent drafting
d. Publish research journals

Answer: b. Provide online access to international databases
Explanation: NACIDS provided access to international databases through online search service providers like DIALOG, STN, and SDC.

Q391. NACIDS centres were located in:
a. Rural areas for technology dissemination
b. Metro cities like Delhi, Mumbai, Bangalore, Kolkata, and Pune
c. Small towns for grassroots innovation
d. Universities across India

Answer: b. Metro cities like Delhi, Mumbai, Bangalore, Kolkata, and Pune
Explanation: These centres were established in major R&D institutions in metro cities.

Q392. The **CD-ROM National Collection Centre** was set up at:
a. National Chemical Laboratory, Pune
b. Central Manufacturing Technology Institute, Bangalore
c. Foundation for Innovations and Technology Transfer, IIT Delhi
d. Indian Statistical Institute, Kolkata

Answer: c. Foundation for Innovations and Technology Transfer, IIT Delhi
Explanation: The CD-ROM National Collection Centre was established at IIT Delhi in 1996.

Q393. The **CD-ROM National Collection Centre** ceased functioning in:
a. 2001
b. 2003
c. 2005
d. 2010

Answer: b. 2003
Explanation: The CD-ROM National Collection Centre stopped functioning in 2003.

NISSAT Supported National Information Centers

S.No.	Information Centre	Host Institution
1	**National Information Centre for Leather and Allied Industries (NICLAI)**	Central Leather Institute, Chennai
2	**National Information Centre for Food Sciences (NICFOS)**	Central Food Technological Research Institute, Mysore
3	**National Information Centre for Machine Tools and Production Engineering (NICMAP)**	Central Machine Tools Institute, Bangalore
4	**National Information Centre for Drugs and Pharmaceuticals (NICDAP)**	Central Drug Research Institute, Lucknow
5	**National Information Centre for Textiles and Allied**	Ahmedabad Textile Industry's Research

	Subjects (NICTAS)	Association (ATIRA)
6	**National Information Centre for Chemistry and Chemical Technology (NICHEM)**	National Chemical Laboratory, Pune
7	**National Information Centre for Management (NICMAN)**	Indian Institute of Management, Ahmedabad
8	**National Information Centre for Marine and Aquatic Sciences (NICMAS)**	National Institute of Oceanography, Goa
9	**National Information Centre for Advanced Ceramics (NICAC)**	Central Glass and Ceramic Research Institute, Calcutta
10	**National Information Centre for Bibliometrics (NCB)**	National Institute of Science Communication and Information Resources (NISCSIR), Delhi
11	**National Information Centre for Crystallography (NICRYS)**	University of Madras, Chennai
12	**National Information Centre for CD-ROM (NICDROM)**	National Aerospace Laboratory, Bangalore
13	**CD-ROM National Collection Centre (NCCC)**	Indian Institute of Technology, New Delhi

Q394. Which of the following library networks was **not** established under NISSAT?
a. DELNET
b. CALIBNET
c. INFLIBNET
d. ADINET

Answer: c. INFLIBNET
Explanation: INFLIBNET is a separate initiative and was not established under NISSAT.

Q395. The **Indian Ocean Server** was established at:
a. National Chemical Laboratory, Pune
b. National Institute of Oceanography, Goa
c. Central Drug Research Institute, Lucknow
d. IIT Delhi

Answer: b. National Institute of Oceanography, Goa
Explanation: The Indian Ocean Server was set up at NIO, Goa.

Q396. The discussion forum **'LISFORUM'** was created in collaboration with:
a. DESIDOC
b. NSCI at IISc Bangalore
c. UNESCO
d. CDC, New Delhi

Answer: b. NSCI at IISc Bangalore
Explanation: LISFORUM was a discussion platform established with NSCI at the Indian Institute of Science, Bangalore.

Q397. Which software was **not** acquired by NISSAT from UNESCO?
a. CDS/ISIS
b. IDAMS
c. SANJAY
d. None of the above

Answer: c. SANJAY
Explanation: SANJAY was developed by NISSAT in collaboration with DESIDOC, whereas CDS/ISIS and IDAMS were acquired from UNESCO.

Q398. SANJAY software was developed for:
a. Bibliographical processing
b. Statistical data processing
c. Automation of library house-keeping and service functions
d. Online access to international databases

Answer: c. Automation of library house-keeping and service functions
Explanation: SANJAY was specifically created for library automation.

Q399. NISSAT's campaign helped **CCF (Common Communication Format)** gain what status in India?
a. International standard
b. De facto national standard
c. De jure national standard
d. Obsolete format

Answer: b. De facto national standard
Explanation: NISSAT promoted CCF, helping it become a de facto national standard for database creation and information exchange.

Q400. The number of **CDS/ISIS installations** in India supported by NISSAT was approximately:
a. 500
b. 1,000
c. 1,940
d. 2,500

Answer: c. 1,940
Explanation: NISSAT supported about 1,940 installations of CDS/ISIS software in India.

Q401. The **Indian Consultancy Website** was established at:
a. DESIDOC
b. IISc Bangalore
c. CDC, New Delhi
d. NIO, Goa

Answer: c. CDC, New Delhi
Explanation: The Indian Consultancy Website was set up at CDC, New Delhi.

Q402. The NISSAT Advisory Committee served as the National Advisory Group for:
a. INFLIBNET
b. ASTINFO/UNESCO
c. DIALOG Services
d. IFLA

Answer: b. ASTINFO/UNESCO
Explanation: NISSAT served as the National Advisory Group for ASTINFO/UNESCO, focusing on regional information exchange in Asia and the Pacific.

Q403. NISSAT contributed to the **World Information Report** in which year?
a. 1995
b. 1997
c. 2000
d. 2002

Answer: b. 1997
Explanation: NISSAT contributed a section on South Asia to the 1997 edition of the World Information Report.

Q404. The study **'Information Infrastructure for Planning Information Systems and Networks in Asia and Pacific Countries'** was conducted by:
a. DESIDOC and IISc Bangalore
b. UNESCO and the University of Library and Information Science, Tsukuba
c. NISSAT and DIALOG Services
d. ASTINFO and National Institute of Oceanography

Answer: b. UNESCO and the University of Library and Information Science, Tsukuba
Explanation: The study was undertaken by UNESCO in collaboration with the University of Library and Information Science, Tsukuba.

Q405. The **NISSAT Newsletter** was renamed as:
a. Indian Information Report
b. Library News Today
c. Information Today & Tomorrow
d. Scientometric Quarterly

Answer: c. Information Today & Tomorrow
Explanation: NISSAT's newsletter was renamed to *Information Today & Tomorrow* to provide updates on information systems and technology.

Q406. Which of the following areas was **not** a focus of NISSAT's R&D activities?
a. National Mapping of Science
b. Indian Science through Bibliometric Indicators
c. Industrial Innovation Indicators
d. Development of AI Chatbots

Answer: d. Development of AI Chatbots
Explanation: NISSAT's focus was on scientometric and bibliometric studies, not AI technologies.

Q407. NISSAT formally ceased operations in:
a. 1997
b. 2000
c. 2002
d. 2005

Answer: c. 2002
Explanation: NISSAT closed its operations in March 2002, although its earlier-supported centres continue functioning with institutional support.

Q408. NIC was established in:
a. 1975
b. 1977
c. 1985
d. 1990

Answer: a. 1975
Explanation: NIC was set up in 1975 to develop computerised Management Information Systems for government planning and decision-making.

Q409. NICNET, a nation-wide online network system, was commissioned in:
a. 1975
b. 1977
c. 1980
d. 1995

Answer: b. 1977
Explanation: NICNET was commissioned in 1977 to facilitate efficient information exchange between Central and State Government Departments.

Q410. NIC functions under which department of the Government of India?
a. Department of Telecommunications
b. Department of Information Technology
c. Ministry of Home Affairs
d. Ministry of External Affairs

Answer: b. Department of Information Technology
Explanation: NIC operates under the Department of Information Technology, Ministry of Communication and Information Technology.

Q411. The NIC Training Unit is located at:
a. Pune
b. Mussoorie
c. New Delhi
d. Bangalore

Answer: b. Mussoorie
Explanation: NIC's Training Unit is situated in Mussoorie, while its Software Development Unit is in Pune.

Q412. How many NIC District Centres are there across India?
a. 250
b. 400
c. 571
d. 650

Answer: c. 571
Explanation: NIC has 571 District Centres, providing ICT services to almost all districts of India.

Q413. Which of the following is **not** a service offered by NIC?
a. E-Commerce
b. Networking
c. Artificial Intelligence Development
d. Video Conferencing

Answer: c. Artificial Intelligence Development
Explanation: While NIC offers services like e-commerce, networking, and video conferencing, AI development is not specifically mentioned as one of its services.

Q414. At the Central level, NIC provides informatics support to:
a. State Governments
b. Prime Minister's Office and Rashtrapati Bhawan
c. Judiciary Administration
d. Municipal Corporations

Answer: b. Prime Minister's Office and Rashtrapati Bhawan
Explanation: NIC provides informatics support to the Prime Minister's Office, Rashtrapati Bhawan, Parliament House, and Central Government Ministries.

Q415. The resource divisions at NIC HQs specialize in:
a. E-Governance Policies
b. Database Maintenance Only
c. Various IT Areas for ICT Services
d. Hardware Procurement

Answer: c. Various IT Areas for ICT Services
Explanation: NIC's resource divisions specialize in different IT areas to support Application Divisions and other NIC Centres in providing ICT services.

Q416. One of the services offered by NIC is:
a. Agricultural Resource Mapping
b. Computer Aided Paperless Examination System (CAPES)
c. Space Research
d. Large-Scale Data Archiving

Answer: b. Computer Aided Paperless Examination System (CAPES)
Explanation: CAPES is one of the IT services offered by NIC.

Q417. Which of the following is **not** an information service provided by NIC?
a. Biomedical Information Service
b. Patent Information Service
c. Educational Information Service
d. Rural Information Service

Answer: c. Educational Information Service
Explanation: NIC provides three types of information services: Biomedical Information Service, Patent Information Service, and Rural Information Service.

Q418. The Indian Medlars Centre (IMC) is a joint initiative between NIC and:
a. Ministry of Health and Family Welfare
b. Indian Council of Medical Research (ICMR)
c. Ministry of Rural Development
d. World Health Organization

Answer: b. Indian Council of Medical Research (ICMR)
Explanation: IMC is a collaborative effort between NIC and ICMR to meet the medical community's information needs.

Q419. Which of the following databases indexes 75 Indian biomedical periodicals from 1985 onwards?
a. medIND
b. IndMED
c. Union Catalogue of Biomedical Periodicals
d. USPAT

Answer: b. IndMED
Explanation: IndMED indexes 75 Indian biomedical periodicals starting from 1985.

Q420. The full text of 37 journals indexed in IndMED is available through:
a. IndMED
b. medIND
c. Union Catalogue of Biomedical Periodicals
d. CASSIS

Answer: b. medIND
Explanation: medIND provides full-text access to 37 journals indexed in IndMED.

Q421. Which database contains the serial holdings of 180 medical libraries in India?
a. IndMED
b. medIND
c. Union Catalogue of Biomedical Periodicals
d. USPAT

Answer: c. Union Catalogue of Biomedical Periodicals
Explanation: This database maintains the serial holdings of 180 medical libraries in India.

Q422. The largest patent databases in the world, provided by NIC, are:
a. USPAT and CASSIS
b. INPADOC and CASSIS
c. EPIDOS-INPADOC
d. IndMED and medIND

Answer: c. EPIDOS-INPADOC
Explanation: EPIDOS-INPADOC databases cover the bibliographies of patents from 65 countries since 1968.

Q423. The USPAT CD-ROM contains data of U.S. patents from:
a. 1968 to 1985
b. 1970 to 1990
c. 1975 to 1994
d. 1985 to 2000

Answer: c. 1975 to 1994
Explanation: USPAT CD-ROM includes bibliographic textual data of U.S. patents from 1975 to 1994.

Q424. Which year did NIC introduce IT in villages to support rural development?
a. 1975
b. 1986
c. 1990
d. 1994

Answer: b. 1986
Explanation: NIC introduced IT in villages in 1986 to improve rural development administration and information exchange.

Q425. Which of the following is **not** an Internet service provided by NIC through NICNET?
a. E-Mail
b. Directory Services
c. File Transfer Facility
d. Cloud Hosting

Answer: d. Cloud Hosting
Explanation: NIC provides services like E-Mail, WWW browsing, file transfer, directory services, and SMTP/UUCP gateway through NICNET. Cloud hosting is not explicitly mentioned.

Q426. What type of network services does NIC provide?
a. LAN and WAN Setup
b. LAN, Virtual Private Network (VPN), and Intranet Setup
c. Cloud-based Hosting Services Only
d. Internet Browsing and Data Storage

Answer: b. LAN, Virtual Private Network (VPN), and Intranet Setup
Explanation: NIC offers LAN, VPN, and Intranet setup services as part of its network services.

Q427. NIC's training centres are located at:
a. HQs in New Delhi only
b. Regional Centres only
c. HQs, Regional Centres, and State Centres
d. All District Centres

Answer: c. HQs, Regional Centres, and State Centres
Explanation: NIC's training centres are located at its headquarters in New Delhi, regional centres, and state centres.

Q428. NIC currently provides video-conferencing services in how many cities across India?
a. 150
b. 206

c. 300
d. 490

Answer: d. 490
Explanation: NIC provides video-conferencing services from 490 cities in India via NICNET.

Q429. NIC uses which technology for providing temporary video-conferencing services for events?
a. ISDN
b. LAN
c. Portable VSAT
d. NICNET

Answer: c. Portable VSAT
Explanation: Temporary video-conferencing services for events are provided using portable VSAT.

Q430. The Storage Area Network (SAN) set up by NIC is primarily used for:
a. Video-Conferencing Services
b. Hosting Websites, Portals, and Citizen Services
c. Internet Browsing Services
d. File Transfer Facility

Answer: b. Hosting Websites, Portals, and Citizen Services
Explanation: NIC's SAN is used as storage infrastructure for websites, portals, citizen services, databases, and email services.

Q431. How many websites are currently hosted by NIC's web server?
a. Around 1000
b. Around 1500
c. Around 2000
d. More than 3000

Answer: c. Around 2000
Explanation: NIC's state-of-the-art web server currently hosts around 2000 websites.

Note: Not Updated data

Q432. NIC provides the following web services **except**:
a. Website Design and Development
b. Web Page Hosting and Maintenance
c. Network Security Audits
d. Website Enhancement

Answer: c. Network Security Audits
Explanation: NIC provides web design, hosting, maintenance, and enhancement services, but network security audits are not explicitly mentioned as part of its offerings.

Q433. The Biotechnology Information System (BTIS) was established by the Department of Biotechnology (DBT) in:
a. 1986
b. 1987
c. 1990
d. 1995

Answer: b. 1987
Explanation: BTIS was established in 1987 by the DBT to disseminate bioinformatics information and tools for biotechnology applications.

Q434. The primary goal of the BTIS network is to:
a. Promote the commercialization of biotechnology products
b. Disseminate information and develop bioinformatics tools
c. Establish global biotechnology markets
d. Provide financial assistance for biotechnology research

Answer: b. Disseminate information and develop bioinformatics tools
Explanation: BTIS focuses on sharing information and developing tools for biotechnology and molecular biology.

Q435. Which of the following is **not** a subject area covered by the BTIS Distributed Information Centres?
a. Genetic Engineering
b. Virology and Animal Culture
c. Neuroinformatics
d. Space Technology

Answer: d. Space Technology
Explanation: Space technology is not related to the scope of BTIS.

Q436. The Distributed Information Centre for **Genetic Engineering** is located at:
a. Poona University, Pune
b. Indian Institute of Immunology, New Delhi
c. Indian Institute of Science, Bangalore
d. National Brain Research Centre, Gurgaon

Answer: c. Indian Institute of Science, Bangalore
Explanation: IISc Bangalore is one of the centres focusing on Genetic Engineering under BTIS.

Q437. The Distributed Information Centre specializing in **Nucleic Acid and Protein Sequencing** is located at:
a. Bose Institute, Calcutta
b. CCMB, Hyderabad
c. IARI, New Delhi
d. Institute of Microbial Technology, Chandigarh

Answer: b. CCMB, Hyderabad
Explanation: The Centre for Cellular and Molecular Biology (CCMB), Hyderabad, specializes in Nucleic Acid and Protein Sequencing.

Q438. The Apex Centre under BTIS developed which of the following directories?
a. Research Profiles of Biotechnology Activities in India
b. Directory of Indian Patents in Biotechnology
c. Biotechnology Research Networks of the World
d. Biotech Startups Directory in India

Answer: a. Research Profiles of Biotechnology Activities in India
Explanation: The Apex Centre developed the directory "Research Profiles of Biotechnology Activities in India."

Q439. The Distributed Information Centre for **Neuroinformatics** is located at:
a. Indian Institute of Immunology, New Delhi
b. Bose Institute, Calcutta
c. National Brain Research Centre, Gurgaon
d. Jawaharlal Nehru University, New Delhi

Answer: c. National Brain Research Centre, Gurgaon
Explanation: The National Brain Research Centre in Gurgaon focuses on Neuroinformatics.

Q440. The **Patent Facilitating Cell** under the Apex Centre is primarily responsible for:
a. Funding biotechnology research projects
b. Filing patents and conducting patent searches
c. Training scientists in genetic engineering
d. Developing bioinformatics tools

Answer: b. Filing patents and conducting patent searches
Explanation: The Patent Facilitating Cell undertakes searching patent information and filing patents.

Biotechnology Information System (BTIS)

Subject Covered	Distributed Information Centre
Genetic Engineering	- Indian Institute of Science, Bangalore - Bose Institute, Calcutta - Madurai Kamraj University, Madurai - Jawaharlal Nehru University, New Delhi
Virology and Animal Culture	Poona University, Pune
Plant Tissue Culture and Molecular Biology	IARI, New Delhi
Immunology	Indian Institute of Immunology, New Delhi
Nucleic Acid and Protein Sequencing	CCMB, Hyderabad

Oncogenesis, Reproduction Physiology	Institute of Microbial Technology, Chandigarh
Protein Modeling and Engineering	Institute of Microbial Technology, Chandigarh
Neuro Informatics	National Brain Research Centre, Gurgaon

Q441. The high-speed Virtual Public Network (VPN) for bioinformatics in India, known as BIOGRID INDIA, is coordinated by:
a. HCL Info System
b. Weizmann Institute of Science, Israel
c. National Brain Research Centre
d. UNDP/FAO/UNIDO

Answer: c. National Brain Research Centre
Explanation: BIOGRID INDIA is coordinated by the National Brain Research Centre.

Q442. Which organization established the BIOGRID INDIA network?
a. DBT (Department of Biotechnology)
b. UNDP/FAO/UNIDO
c. Weizmann Institute of Science, Israel
d. Indian Institute of Technology

Answer: a. DBT (Department of Biotechnology)
Explanation: BIOGRID INDIA was established by the Department of Biotechnology (DBT) in India.

Q443. The first phase of BIOGRID INDIA has networked how many Distributed Information Centres (DICs)?
a. 5
b. 10
c. 11
d. 15

Answer: c. 11
Explanation: Eleven DICs have been networked in the first phase of BIOGRID INDIA.

Q444. BIOGRID INDIA allows the exchange of:
a. Only biotechnology software
b. Only genomics data
c. Databases and software created or acquired by DICs
d. Personal health information

Answer: c. Databases and software created or acquired by DICs
Explanation: BIOGRID INDIA facilitates the exchange of both databases and software created or acquired by DICs.

Q445. Which of the following is **not** a database available on BIOGRID INDIA?
a. Protein Data Bank
b. Plant Genome Databanks
c. European Bioinformatics Institute Databases
d. National Space Database

Answer: d. National Space Database
Explanation: BIOGRID INDIA does not host the National Space Database, but it does offer genomic and bioinformatics resources like the Protein Data Bank and others.

Q446. The international cooperation between India and the Weizmann Institute of Science (WIS), Israel, focuses on:
a. Bioinformatics
b. Space technology
c. Agricultural systems
d. Environmental management

Answer: a. Bioinformatics
Explanation: The international cooperation with the Weizmann Institute of Science focuses on bioinformatics.

Q447. The **Referral Centre** set up under the UNDP/FAO/UNIDO sponsored scheme maintains information on:
a. Human genome research
b. Farming systems, watershed management, and agroforestry
c. Global biodiversity conservation
d. Environmental disaster management

Answer: b. Farming systems, watershed management, and agroforestry
Explanation: The Referral Centre focuses on topics like farming systems, watershed management, agroforestry, and more under the FARM Programme.

Q448. Network connectivity under the international cooperation with UNDP/FAO/UNIDO has been established at national focal points in all of the following countries except:
a. China
b. Indonesia
c. Vietnam
d. Japan

Answer: d. Japan
Explanation: Network connectivity has been established in China, Indonesia, Philippines, Thailand, and Vietnam, but not in Japan.

Q449. The ENVIS system was set up by the Government of India under which ministry?
a. Ministry of Science and Technology
b. Ministry of Environment and Forests
c. Ministry of Agriculture
d. Ministry of Rural Development

Answer: b. Ministry of Environment and Forests
Explanation: ENVIS was set up under the Ministry of Environment and Forests (MOEF) to collect, collate, and disseminate environmental information.

Q450. In which year was the Environmental Information System (ENVIS) established?
a. 1979
b. 1982
c. 1990
d. 1995

Answer: b. 1982
Explanation: ENVIS was established in 1982 under the Ministry of Environment and Forests.

Q451. ENVIS is a decentralised system with a network of distributed centres that collect, store, and disseminate environmental information. What is its main objective?
a. To monitor space activities
b. To aid in sustainable development and environmental management policies
c. To research nuclear energy use
d. To develop agricultural systems

Answer: b. To aid in sustainable development and environmental management policies
Explanation: ENVIS helps in sustainable development and the formulation of environmental management policies by providing relevant and timely information.

Q452. ENVIS serves as the National Focal Point of which international network?
a. INFOTERRA of UNEP
b. GESAMP
c. FAO Bioinformatics Network
d. International Space Research Network

Answer: a. INFOTERRA of UNEP
Explanation: ENVIS functions as the National Focal Point of the Global Information Network INFOTERRA of the United Nations Environment Programme (UNEP).

Q453. Which of the following services is provided by the ENVIS portal?
a. Global satellite data
b. Environmental news and event updates
c. Space exploration updates
d. Agricultural policy documents

Answer: b. Environmental news and event updates
Explanation: The ENVIS portal provides information on major environmental events, activities, and current updates across the network.

Q454. What is the name of the quarterly abstracting periodical published by ENVIS?
a. Environmental Monitor
b. Paryavaran Abstracts

c. EcoReview
d. Green Bulletin

Answer: b. Paryavaran Abstracts
Explanation: ENVIS publishes a quarterly abstracting periodical titled "Paryavaran Abstracts," which provides information on environmental research in India.

Q455. ENVIS is linked to other networks such as DELNET and BTISNET. What does DELNET primarily focus on?
a. Education and Libraries
b. Biotechnology and Bioinformatics
c. Environmental Research
d. Economic Data Sharing

Answer: a. Education and Libraries
Explanation: DELNET (Development of Libraries Network) is focused on library and information science resources, supporting academic and research libraries.

Q456. The ENVIS portal connects various subject-specific ENVIS centres. What is the key purpose of this portal?
a. To showcase government policies
b. To facilitate inter-centre interaction and dissemination of environmental information
c. To monitor space technologies
d. To provide agricultural solutions

Answer: b. To facilitate inter-centre interaction and dissemination of environmental information
Explanation: The ENVIS portal acts as a catalyst for inter-centre interaction and for disseminating environmental information on various subjects.

Q457. INFLIBNET is an autonomous Inter University Centre under which of the following organizations?
a. Ministry of Education
b. University Grants Commission (UGC)
c. All India Council for Technical Education (AICTE)
d. Indian Council of Social Science Research (ICSSR)

Answer: b. University Grants Commission (UGC)
Explanation: INFLIBNET is an autonomous Inter University Centre under the University Grants Commission (UGC).

Q458. INFLIBNET was initially started as a project under which institution?
a. Indian Institute of Technology (IIT)
b. Inter University Centre for Astronomy and Astrophysics (IUCAA)
c. Indian National Science Academy (INSA)
d. National Information Centre (NIC)

Answer: b. Inter University Centre for Astronomy and Astrophysics (IUCAA)
Explanation: INFLIBNET was initially started as a project under IUCAA and later became an independent Inter University Centre in 1996.

Q459. What is the main function of INFLIBNET Centre?
a. To create new universities in India
b. To modernize university libraries and connect them through a nationwide high-speed data network
c. To offer online degrees to students
d. To regulate university examinations

Answer: b. To modernize university libraries and connect them through a nationwide high-speed data network
Explanation: INFLIBNET's primary goal is to modernize university libraries and connect them via a nationwide high-speed data network for optimal use of information.

Q460. Which software developed by INFLIBNET is used for library automation?
a. Koha
b. SOUL
c. DSpace
d. Greenstone

Answer: b. SOUL
Explanation: SOUL is the Windows-based

library management software developed by INFLIBNET for library automation.

Q461. Which of the following databases developed by INFLIBNET contains information on doctoral theses submitted to various Indian universities?
a. Serials Holdings
b. Theses Database
c. Research Projects Database
d. Books Database

Answer: b. Theses Database
Explanation: The Theses Database contains information about doctoral theses submitted to various Indian universities.

Q462. INFLIBNET's "Research Projects Database" provides information on:
a. Ongoing research projects in Indian universities
b. Online courses offered by universities
c. Library automation techniques
d. University rankings in India

Answer: a. Ongoing research projects in Indian universities
Explanation: The Research Projects Database provides details about ongoing research projects in universities across India.

Q463. What type of information does the "Experts Database" developed by INFLIBNET contain?
a. Profiles of university professors only
b. Profiles of scientists, researchers, and faculty members from leading R&D and educational institutions
c. Profiles of industry leaders
d. Information on government policies

Answer: b. Profiles of scientists, researchers, and faculty members from leading R&D and educational institutions
Explanation: The Experts Database contains profiles of scientists, researchers, and faculty members from top research and educational institutions in India.

Q464. INFLIBNET's database of "Current Serials" contains information about:
a. Historical journal archives
b. Currently subscribed journals by university libraries
c. Research papers published in the last five years
d. Past dissertations of university students

Answer: b. Currently subscribed journals by university libraries
Explanation: The "Current Serials" database holds information on journals currently subscribed to by university libraries in India.

Q465. Which of the following is NOT one of the databases developed by INFLIBNET?
a. DDC Serials
b. Secondary Serials/CD-ROM
c. International Journal of Research
d. Research Projects Database

Answer: c. International Journal of Research
Explanation: "International Journal of Research" is not listed among the databases developed by INFLIBNET. The other options are part of the databases provided by INFLIBNET.

Q466. NISCAIR came into existence on which date?
a. October 1, 2001
b. October 1, 2002
c. September 1, 2003
d. November 1, 2002

Answer: b. October 1, 2002
Explanation: NISCAIR was established on October 1, 2002, following the merger of INSDOC and NISCOM.

Q467. NISCAIR was formed by merging which two CSIR institutions?
a. Indian Council of Agricultural Research (ICAR) and CSIR
b. Indian National Scientific Documentation Centre (INSDOC) and National Institute of Science Communication (NISCOM)
c. National Chemical Laboratory (NCL) and

Central Drug Research Institute (CDRI)
d. National Institute of Oceanography (NIO) and Indian Institute of Technology (IIT)

Answer: b. Indian National Scientific Documentation Centre (INSDOC) and National Institute of Science Communication (NISCOM)
Explanation: NISCAIR was formed after the merger of INSDOC and NISCOM.

Q468. What is the primary focus of the Traditional Knowledge Digital Library (TKDL)?
a. Preservation of ancient scripts
b. Documenting existing knowledge on traditional systems of medicine
c. Creating digital archives for scientific journals
d. Cataloging modern research papers on medicine

Answer: b. Documenting existing knowledge on traditional systems of medicine
Explanation: The TKDL focuses on documenting traditional knowledge in various medicinal systems like Ayurveda, Yoga, and others, which was previously inaccessible due to language barriers.

Q469. Which department collaborated with NISCAIR to establish the Traditional Knowledge Digital Library (TKDL)?
a. Ministry of Science and Technology
b. Department of Biotechnology
c. AYUSH (Department of Ayurveda, Yoga, and Naturopathy, Unani, Siddha, and Homeopathy)
d. Ministry of Environment and Forests

Answer: c. AYUSH (Department of Ayurveda, Yoga, and Naturopathy, Unani, Siddha, and Homeopathy)
Explanation: AYUSH, along with NISCAIR and DIPP, collaborated to establish the TKDL.

Q470. The Traditional Knowledge Digital Library (TKDL) is responsible for translating Sanskrit 'slokas' into which languages?
a. English and Hindi
b. English, Spanish, German, French, and Japanese
c. English, Russian, and Chinese
d. English, French, and Arabic

Answer: b. English, Spanish, German, French, and Japanese
Explanation: TKDL translates Sanskrit 'slokas' into English, Spanish, German, French, and Japanese, helping to make the knowledge more accessible globally.

Q471. Which classification system does the Traditional Knowledge Digital Library (TKDL) use for organizing data?
a. Dewey Decimal Classification (DDC)
b. Traditional Knowledge Resource Classification (TKRC)
c. Universal Decimal Classification (UDC)
d. Library of Congress Classification (LCC)

Answer: b. Traditional Knowledge Resource Classification (TKRC)
Explanation: The TKDL uses the Traditional Knowledge Resource Classification (TKRC) system for organizing the knowledge in the database.

Q472. Which of the following is a key responsibility of NISCAIR in the development of the Traditional Knowledge Digital Library (TKDL)?
a. Writing research papers on Ayurveda
b. Developing user-friendly software and hardware platform for data entry
c. Teaching traditional medicine courses
d. Conducting surveys on traditional medicinal practices

Answer: b. Developing user-friendly software and hardware platform for data entry
Explanation: NISCAIR is responsible for developing the software and hardware platforms for data entry, digitizing images of 'slokas', and hosting the database.

Q473. The TKDL is primarily aimed at overcoming which of the following barriers?

a. Financial barriers to accessing traditional knowledge
b. Language barriers in understanding traditional knowledge
c. Technological barriers in implementing digital archives
d. Geographical barriers in accessing traditional medicines

Answer: b. Language barriers in understanding traditional knowledge
Explanation: The TKDL aims to overcome language barriers by translating Sanskrit 'slokas' into multiple languages for wider accessibility.

Q474. What does the search interface of the Traditional Knowledge Digital Library (TKDL) allow users to do?
a. Search scientific research papers
b. Search for patents only
c. Perform full-text search and retrieval of TK information on International Patent Classification (IPC) and keywords in multiple languages
d. Search for traditional medicinal recipes

Answer: c. Perform full-text search and retrieval of TK information on International Patent Classification (IPC) and keywords in multiple languages
Explanation: The TKDL provides a search interface that allows full-text search and retrieval of information based on IPC and keywords in various languages.

Q475. In which phase have the activities under Ayurveda for the Traditional Knowledge Digital Library (TKDL) been initiated?
a. Phase I
b. Phase II
c. Phase III
d. Phase IV

Answer: b. Phase II
Explanation: Activities under Phase II of Ayurveda have been initiated for the TKDL.

Q476. Which of the following CSIR laboratories joined the TKDL Network Project as networking partners in February 2004?
a. NBRI, Lucknow
b. Institute of Himalayan Bioresource Technology, Palampur
c. CFTRI, Mysore
d. All of the above

Answer: d. All of the above
Explanation: Nine CSIR laboratories, including NBRI, Lucknow; CIMAP, Lucknow; ITRC, Lucknow; and others, joined the TKDL Network Project in February 2004.

Q477. Which project aims to provide electronic access to curriculum-related material in science and technology to students in remote areas?
a. Traditional Knowledge Digital Library (TKDL)
b. National Science Digital Library (NSDL)
c. National Library Information System (NLIS)
d. National Education Network (NEN)

Answer: b. National Science Digital Library (NSDL)
Explanation: The NSDL project aims to provide electronic access to curriculum-related materials to students in remote areas.

Q478. Who will actively participate in the implementation of the National Science Digital Library (NSDL)?
a. UGC and Ministry of Science and Technology
b. UGC and Ministry of Human Resource Development
c. Ministry of Environment and Forests
d. CSIR and Ministry of Agriculture

Answer: b. UGC and Ministry of Human Resource Development
Explanation: The NSDL project will be implemented with the active participation of UGC and the Ministry of Human Resource Development.

Q479. In which phase will the National Science Digital Library (NSDL) cover students at the undergraduate level?
a. First phase

b. Second phase
c. Third phase
d. Fourth phase

Answer: a. First phase
Explanation: In the first phase, the NSDL project will focus on providing access to students at the undergraduate level in Indian universities and colleges.

Q480. In which year was the Indian Council of Social Science Research (ICSSR) established?
a. 1965
b. 1969
c. 1972
d. 1981

Answer: b. 1969
Explanation: The ICSSR was established in 1969 by the Ministry of Human Resource Development to promote social science research in India.

Q481. What is the purpose of the National Social Science Documentation Centre (NASSDOC)?
a. To promote social science research
b. To provide library and information support to the social science community
c. To organize conferences and seminars
d. To maintain social science archives

Answer: b. To provide library and information support to the social science community
Explanation: NASSDOC was set up to provide library and information support to the social science community and help in the development of research resources.

Q482. What is the planned integrated and computerized database by NASSDOC?
a. INSSPEL (Indian Social Sciences Periodical Literature)
b. NSSDB (National Social Science Database)
c. ICSSRCAT (ICSSR Catalog)
d. NASSDOCBASE

Answer: a. INSSPEL (Indian Social Sciences Periodical Literature)
Explanation: NASSDOC plans to create INSSPEL, an integrated and computerized database for social science periodical literature in India.

Q483. What is the INDO-DUTCH Programme on Alternatives in Development (IDPAD)?
a. A collaborative research program between India and The Netherlands on alternative healthcare systems
b. A research program on tropical agriculture
c. A collaborative research program on social science development between ICSSR and the Netherlands Foundation for the Advancement of Tropical Research (WOTRO)
d. A cultural exchange program between India and The Netherlands

Answer: c. A collaborative research program on social science development between ICSSR and the Netherlands Foundation for the Advancement of Tropical Research (WOTRO)
Explanation: IDPAD is a collaborative international research program initiated in 1981 between ICSSR, New Delhi, and WOTRO, The Hague, focusing on alternatives in development.

Q484. Where is the headquarters of the Indian Council of Social Science Research (ICSSR) located?
a. Mumbai
b. Kolkata
c. Bangalore
d. New Delhi

Answer: d. New Delhi
Explanation: The headquarters of ICSSR is located in New Delhi.

Q485. In which year was the Indo-American Centre for International Studies (IACIS) founded?
a. 1960
b. 1964
c. 1970
d. 1980

Answer: b. 1964
Explanation: The Indo-American Centre for International Studies (IACIS) was founded in

1964 and is one of the largest research centres on American Studies in Asia and Africa.

Q486. Where is the Indo-American Centre for International Studies (IACIS) located?
a. Mumbai
b. Delhi
c. Hyderabad
d. Bangalore

Answer: c. Hyderabad
Explanation: The IACIS is situated on the campus of Osmania University in Hyderabad.

Q487. What is the primary focus of the Indo-American Centre for International Studies (IACIS)?
a. Economic studies
b. American Studies
c. Agricultural research
d. Environmental science

Answer: b. American Studies
Explanation: IACIS is one of the largest research centres on American Studies in Asia and Africa.

Q488. Where was the UGC-Inter University Centre for Humanities and Social Sciences (IUCHSS) established?
a. New Delhi
b. Shimla
c. Kolkata
d. Chennai

Answer: b. Shimla
Explanation: The IUCHSS was set up at the Indian Institute of Advanced Studies, Shimla, by UGC.

Q489. What is the role of the UGC-Inter University Centre for Humanities and Social Sciences (IUCHSS)?
a. To promote research in the field of arts
b. To provide national facilities for humanities and social science research
c. To offer vocational training courses
d. To conduct seminars on technological advancements

Answer: b. To provide national facilities for humanities and social science research
Explanation: The IUCHSS was established to provide national facilities and foster research in the humanities and social sciences.

Q490. In which year was the Indira Gandhi National Centre for the Arts (IGNCA) established?
a. 1980
b. 1985
c. 1990
d. 1995

Answer: b. 1985
Explanation: The IGNCA was set up in 1985 by the Ministry of Culture, Government of India.

Q491. Which of the following is NOT one of the divisions of IGNCA?
a. Kala Kosa
b. Kala Nidhi
c. Janpada Sampada
d. Sanskrit Literature Division

Answer: d. Sanskrit Literature Division
Explanation: The five divisions of IGNCA are Kala Nidhi, Kala Kosa, Janpada Sampada, Kala Darsana, and Sutra Dhara, but there is no division for Sanskrit Literature.

Q492. The Cultural Informatics Laboratory of IGNCA was established in which year?
a. 1985
b. 1990
c. 1994
d. 1999

Answer: c. 1994
Explanation: The Cultural Informatics Laboratory of IGNCA was established in 1994 with the UNDP assisted Multimedia Documentation Project.

Q493. What is the focus of the COIL Net (Content Development in Indian Languages Network) project?
a. To develop interactive educational software
b. To create web-enabled Hindi-based multimedia cultural heritage library
c. To promote English literature
d. To digitize ancient Sanskrit manuscripts

Answer: b. To create web-enabled Hindi-based multimedia cultural heritage library
Explanation: COIL Net aims to develop a web-enabled Hindi-based multimedia cultural heritage library using digital technology.

Q494. Where was the Southern Regional Centre (SRC) of IGNCA established?
a. New Delhi
b. Bangalore
c. Chennai
d. Hyderabad

Answer: b. Bangalore
Explanation: The Southern Regional Centre of IGNCA was established in 2001 at Bangalore, with a focus on South Indian arts and culture.

Q495. The Narivada Network was established following which international seminar?
a. “Empowering Women through Art”
b. “Reframing Gender in the Context of Culture of India”
c. “The Role of Women in Indian Rituals”
d. “Women and Ancient Texts”

Answer: b. “Reframing Gender in the Context of Culture of India”
Explanation: The Narivada Network was set up following an international seminar on “Reframing gender in the context of culture of India” organized by IGNCA in 2003.

Q496. In which year was the National Mission for Manuscripts (NMM) launched?
a. 2000
b. 2003
c. 2005
d. 2010

Answer: b. 2003
Explanation: The National Mission for Manuscripts (NMM) was launched by the Ministry of Culture, Government of India, in February 2003.

Q497. Which ministry is responsible for implementing the National Mission for Manuscripts (NMM)?
a. Ministry of Human Resource Development
b. Ministry of Culture
c. Ministry of Science and Technology
d. Ministry of Education

Answer: b. Ministry of Culture
Explanation: The Ministry of Culture is the implementing ministry for the National Mission for Manuscripts (NMM).

Q498. Which institution is the nodal agency for the National Mission for Manuscripts (NMM)?
a. National Library of India
b. Indira Gandhi National Centre for the Arts (IGNCA)
c. National Archives of India
d. Central Institute of Indian Languages

Answer: b. Indira Gandhi National Centre for the Arts (IGNCA)
Explanation: IGNCA is the nodal agency for the National Mission for Manuscripts (NMM).

Q499. What is one of the main objectives of the National Mission for Manuscripts (NMM)?
a. To modernize Indian libraries
b. To locate, catalogue, and preserve India's manuscripts
c. To publish ancient manuscripts
d. To create new manuscripts

Answer: b. To locate, catalogue, and preserve India's manuscripts
Explanation: One of the main objectives of the NMM is to locate, catalogue, preserve, and promote India's manuscripts.

Q500. What was the National Mission for Manuscripts (NMM) planning to publish bi-monthly?
a. Manuscripts Digest
b. Kriti Rakshan
c. Heritage Journal
d. Manuscript Archives

Answer: b. Kriti Rakshan
Explanation: Kriti Rakshana is the bi-monthly publication of National Mission for Manuscripts. Starting in August 2005, it is published once every two months and is distributed free of cost, to all universities and public libraries in the country. It is also sent to select scholars and foreign institutes that have an interest in Indian manuscripts.

The regular features of Kriti Rakshana, which appear in every issue are listed below:

- Quiz on Indian manuscripts – to generate interest in various aspects of manuscripts
- Institute in Focus – an overview of an Indian organization that has worked with manuscripts over a period of many decades or centuries
- Manuscript in Focus – a brief description of a significant manuscript/text and its contents
- Summary of Events – past and present activities of the Mission, for those interested in knowing the areas we are working in

Q501. In which year was the Indian Council for Cultural Relations (ICCR) established?
a. 1947
b. 1950
c. 1960
d. 1972

Answer: b. 1950
Explanation: The Indian Council for Cultural Relations (ICCR) was established in 1950 to strengthen the ties of cultural cooperation and exchange between India and other countries.

Q502. What is the primary goal of the Indian Council for Cultural Relations (ICCR)?
a. Promoting economic ties between India and other countries
b. Strengthening cultural cooperation and exchange between India and other countries
c. Supporting historical research
d. Organizing international sporting events

Answer: b. Strengthening cultural cooperation and exchange between India and other countries
Explanation: The ICCR aims to strengthen cultural cooperation and exchange between India and other countries.

Q503. When was the Indian Council of Historical Research (ICHR) established?
a. 1960
b. 1972
c. 1980
d. 1990

Answer: b. 1972
Explanation: The Indian Council of Historical Research (ICHR) was established in 1972 by the Government of India to promote and support historical research in the country.

Q504. Which two regional centers does the Indian Council of Historical Research (ICHR) have?
a. ICHR- South and ICHR- North
b. ICHR- North-East Regional Centre and ICHR- Southern Regional Centre
c. ICHR- Eastern and ICHR- Western Regional Centre
d. ICHR- North-West and ICHR- South-East Regional Centre

Answer: b. ICHR- North-East Regional Centre and ICHR- Southern Regional Centre
Explanation: The ICHR has two regional centers, the ICHR-North-East Regional Centre in Guwahati and the ICHR-Southern Regional Centre in Bangalore.

Q505. Which two biannual journals are published by the Indian Council of Historical Research (ICHR)?
a. History Journal and Social Studies
b. The Indian Historical Review and Itihas
c. Historical Perspectives and Indian History
d. Archives of Indian History and Ancient Studies

Answer: b. The Indian Historical Review and Itihas
Explanation: The ICHR publishes two biannual journals: 'The Indian Historical Review' in English and 'Itihas' in Hindi.

Q506. When was the Indian Council of Philosophical Research (ICPR) established?
a. 1965
b. 1970
c. 1977
d. 1980

Answer: c. 1977
Explanation: The Indian Council of Philosophical Research (ICPR) was established in March 1977 to promote teaching and research in philosophy.

Q507. What is the name of the scholarly journal published by the Indian Council of Philosophical Research (ICPR)?
a. Indian Philosophy Review
b. Journal of Indian Council of Philosophical Research
c. Philosophical Insights
d. Indian Thought Journal

Answer: b. Journal of Indian Council of Philosophical Research
Explanation: The ICPR publishes a tri-annual scholarly journal titled the 'Journal of Indian Council of Philosophical Research.'

Q508. In which year was the National Museum Institute of History of Art, Conservation and Museology established?
a. 1980
b. 1983
c. 1990
d. 1995

Answer: b. 1983
Explanation: The National Museum Institute of History of Art, Conservation and Museology was established in 1983 as a deemed university offering various courses related to art history, conservation, and museology.

Q509. Where is the campus of the National Museum Institute of History of Art, Conservation and Museology located?
a. Mumbai
b. Bangalore
c. New Delhi
d. Kolkata

Answer: c. New Delhi
Explanation: The campus of the National Museum Institute of History of Art, Conservation and Museology is located at the National Museum in New Delhi.

Q510. When was the National Archives of India (NAI) established?
a. 1880
b. 1891
c. 1900
d. 1926

Answer: b. 1891
Explanation: The National Archives of India (NAI) was set up in March 1891 as the 'Imperial Record Department' in Calcutta before moving to New Delhi in 1911.

Q511. Where is the National Archives of India (NAI) currently housed?
a. Mumbai
b. Calcutta
c. New Delhi
d. Bangalore

Answer: c. New Delhi
Explanation: The National Archives of India is now housed in its current building in New Delhi, since 1926.

Q512. Which of the following periods are covered in the holdings of the National Archives of India (NAI)?
a. Maurya period
b. Gupta period
c. Mughal period, East India Company, British Rule, and the freedom struggle
d. Ancient Vedic period

Answer: c. Mughal period, East India Company, British Rule, and the freedom struggle
Explanation: The National Archives of India holds government records dating from 1748 onwards, covering the later Mughal period, the East India Company, British Rule, and the emergence of the freedom struggle in India.

Q513. Which libraries are being networked under the Ministry of Culture for intra-library accessibility?
a. NAI library, Central Secretariat Library, National Museum Library, National Gallery of Modern Art Library, and Archaeological Survey of India Library
b. Central Library, University Library, National Archives Library
c. NAI library, National Library of India, National Science Library
d. State Archives Library, National Museum Library, National Gallery Library

Answer: a. NAI library, Central Secretariat Library, National Museum Library, National Gallery of Modern Art Library, and Archaeological Survey of India Library
Explanation: Under the Ministry of Culture, five major libraries including the NAI library are being networked for intra-library accessibility, with WAN connectivity allowing remote login to the internal database networks of these libraries.

Q514. What languages are offered at the Central Institute of English and Foreign Languages (CIEFL)?
a. Arabic, French, German, Japanese, Russian, Spanish
b. Arabic, Hindi, Urdu
c. French, Italian, Spanish
d. Chinese, Korean, Japanese

Answer: a. Arabic, French, German, Japanese, Russian, Spanish
Explanation: CIEFL offers academic programs in various foreign languages such as Arabic, French, German, Japanese, Russian, and Spanish.

Q515. What is the main goal of the Central Institute of Indian Languages (CIIL)?
a. To promote foreign language studies in India
b. To coordinate the development of Indian languages and promote interdisciplinary research
c. To provide translation services for international languages
d. To develop digital resources for foreign language learning

Answer: b. To coordinate the development of Indian languages and promote interdisciplinary research
Explanation: The main goal of CIIL is to coordinate the development of Indian languages, promote their unity through scientific studies, and foster interdisciplinary research for the mutual enrichment of these languages.

Q516. What is the primary software package used by CIIL for digitization of its resources?
a. DSpace
b. Koha
c. WINISIS
d. EBSCO

Answer: c. WINISIS
Explanation: The Central Institute of Indian Languages uses the WINISIS package,

developed by UNESCO, for digitizing its resources in a phased manner.

Q517. What is the LIS-India program launched by CIIL?
a. A program to teach Indian languages to foreign students
b. A multimedia online information service for Indian languages
c. A digital repository of academic research in linguistics
d. A program for language translation services

Answer: b. A multimedia online information service for Indian languages
Explanation: LIS-India (Language Information Service-India) is a web-based, online, multimedia service that provides comprehensive and authentic information on Indian languages in the public domain.

UNIT 8

GLOBAL INFORMATION SYSTEMS AND PROGRAMMES

Q518. What does the acronym INIS stand for?
a. International Nuclear Information System
b. International Network for Information Sharing
c. Indian Nuclear Information Service
d. International Network for Industrial Safety

Answer: a. International Nuclear Information System
Explanation: INIS stands for International Nuclear Information System, which is a cooperative information system sponsored by the International Atomic Energy Agency (IAEA).

Q519. Which organization sponsors INIS?
a. United Nations
b. World Health Organization
c. International Atomic Energy Agency (IAEA)
d. UNESCO

Answer: c. International Atomic Energy Agency (IAEA)
Explanation: INIS is sponsored by the International Atomic Energy Agency (IAEA), which is based in Vienna.

Q520. What is a key feature of INIS regarding Non-Conventional Literature (NCL)?
a. It provides easy access to the full-text of non-conventional literature
b. It focuses only on conventional published works
c. It offers free access to all scientific journals
d. It restricts access to non-conventional literature

Answer: a. It provides easy access to the full-text of non-conventional literature
Explanation: One of the key features of INIS is providing easy access to the full-text of non-conventional literature (NCL), which has been a part of its service for many years.

Q521. What is the role of INIS Web Services?
a. To maintain links to websites related to nuclear science and technology
b. To publish scientific research articles
c. To host webinars on nuclear safety
d. To provide online nuclear courses

Answer: a. To maintain links to websites related to nuclear science and technology
Explanation: INIS Web Services includes maintaining links to websites in the fields of nuclear science and technology, as well as related areas to IAEA's work.

Q522. Where is the National Centre for INIS activities in India located?
a. Bhabha Atomic Research Centre (BARC)
b. Indian Institute of Technology (IIT)
c. Indian Space Research Organisation (ISRO)
d. National Informatics Centre (NIC)

Answer: a. Bhabha Atomic Research Centre (BARC)
Explanation: In India, the Library and

Information Services Division of Bhabha Atomic Research Centre (BARC) is the National Centre for INIS activities, where information is collected and processed.

Q523. When was AGRIS (International Information System for the Agricultural Sciences and Technology) started?
a. 1965
b. 1974
c. 1980
d. 1990

Answer: b. 1974
Explanation: AGRIS was started in 1974 by the Food and Agriculture Organisation (FAO) of the United Nations.

Q524. What is the main aim of AGRIS?
a. To promote scientific farming methods
b. To build an information system in agricultural science and technology
c. To develop international agricultural policies
d. To provide scholarships for agricultural research

Answer: b. To build an information system in agricultural science and technology
Explanation: The main aim of AGRIS is to build an information system in the field of agricultural science and technology, bringing together the world literature on various agricultural subjects.

Q525. Which FAO program works in conjunction with AGRIS?
a. Current Agricultural Research Information System (CARIS)
b. Global Agricultural Policy System (GAPS)
c. Agricultural Market Information System (AMIS)
d. Agricultural Development and Education System (ADES)

Answer: a. Current Agricultural Research Information System (CARIS)
Explanation: AGRIS and the Current Agricultural Research Information System (CARIS) work collectively to manage agricultural information globally.

Q526. What is AGROVOC in the context of AGRIS?
a. A software for managing agricultural projects
b. A multilingual international agricultural thesaurus
c. A global agricultural research journal
d. A data analysis tool for agricultural statistics

Answer: b. A multilingual international agricultural thesaurus
Explanation: AGROVOC is a multilingual international agricultural thesaurus, available in English, French, and Spanish, containing key terms in agriculture.

Q527. Which Indian institution participates in AGRIS and CARIS?
a. Indian Council of Agricultural Research (ICAR)
b. Indian Agricultural Research Institute (IARI)
c. Agricultural Research Information Centre, ICAR
d. National Agricultural Extension Centre (NAEC)

Answer: c. Agricultural Research Information Centre, ICAR
Explanation: The Agricultural Research Information Centre, part of the Indian Council of Agricultural Research (ICAR), participates in AGRIS and CARIS activities from India.

Q528. What is the primary focus of the AGRIS WebAGRIS initiative?
a. To digitize agricultural research publications
b. To develop collaborative agricultural research programs
c. To cover current and ongoing agricultural information projects
d. To publish books on agricultural sciences

Answer: c. To cover current and ongoing agricultural information projects

Explanation: WebAGRIS focuses on current and ongoing agricultural information projects in AGRIS and CARIS, and is considered a part of the future networking for AGRIS.

Q529. What does the AGRIS Application Profile (AP) provide?
a. Software tools for agricultural research
b. Guidelines for description of information objects in AGRIS
c. Statistical data for agricultural development
d. Research funding opportunities

Answer: b. Guidelines for description of information objects in AGRIS
Explanation: AGRIS Application Profile (AP) provides guidelines for the description of information objects within the International Information System on Agricultural Sciences and Technology.

AGRIS (International Information System for the Agricultural Sciences and Technology)

Aspect	Details
Establishment	Started in 1974 by FAO of the United Nations, fully operational since 1975 with the first issue of AGRINDEX.
Objective	To build an information system in the field of agricultural science and technology and related subjects.
Subject Areas Covered	Agriculture, forestry, food, environment, animal sciences, aquatic sciences, fisheries, human nutrition, and more.
Participating Countries	Collaborative network of agricultural institutions worldwide.
WebAGRIS	A future networking platform covering ongoing agricultural projects and research.
AGRIS AP (Application Profile)	Guidelines for the description of information objects in the agricultural sciences and technology field.
Electronic Discussion Forum	Workspace for exchanging ideas on using AGRIS AP and WebAGRIS.
AGROVOC	A multilingual agricultural thesaurus available in English, French, and Spanish. It contains descriptors and non-descriptors.
AGRIS Information Products	- **AGRIS and CARIS on CD**: Bibliographic references, CARIS Project Data, AGROVOC Thesaurus, FAO Catalogue. - **AGRIS Manuals**: Available for download. - **AGRIS and CARIS FTP site**: Available AGRIS and CARIS data. - **FAO Documentation**: Documents from 1980-2000 available online.
Services in India	**Agricultural Research Information Centre**, Indian Council of Agricultural Research, New Delhi, is the participating institution from India.

Q530. When was INFOTERRA conceived?
a. 1960
b. 1972
c. 1980
d. 1992

Answer: b. 1972
Explanation: INFOTERRA was conceived in 1972 at the Stockholm Conference on the Human Environment, which stressed the need for an effective mechanism for the exchange of environmental information.

Q531. What is the main purpose of INFOTERRA?
a. To create global environmental policies
b. To facilitate global environmental information exchange
c. To monitor environmental pollution levels

worldwide
d. To organize international environmental conferences

Answer: b. To facilitate global environmental information exchange
Explanation: INFOTERRA was established by UNEP to facilitate the global exchange of environmental information among United Nations Member Countries.

Q532. Which event reaffirmed the need for strengthening the INFOTERRA network in 1992?
a. The Kyoto Protocol
b. The Earth Summit (Rio Conference on Environment and Development)
c. The Paris Agreement
d. The Montreal Protocol

Answer: b. The Earth Summit (Rio Conference on Environment and Development)
Explanation: The 1992 Rio Conference on Environment and Development (UNCED) reiterated the importance of environmental information and recommended strengthening the INFOTERRA network.

Q533. Where is the INFOTERRA Secretariat located?
a. Geneva, Switzerland
b. New York, USA
c. Nairobi, Kenya
d. Paris, France

Answer: c. Nairobi, Kenya
Explanation: The INFOTERRA Secretariat is located at the UNEP Headquarters in Nairobi, Kenya.

Q534. What is INFOTERRA-ISIS?
a. A database of environmental policies
b. A database management system for maintaining national environmental information sources
c. A system for tracking environmental laws
d. A website for environmental education

Answer: b. A database management system for maintaining national environmental information sources
Explanation: INFOTERRA-ISIS is a database management system that enables national focal points to maintain a directory of institutional sources on environmental information, integrated into an international database.

Q535. What is the ENVOC multilingual thesaurus used for?
a. To track environmental pollutants
b. To classify environmental research projects
c. To provide environmental terms in multiple languages
d. To promote sustainable environmental policies

Answer: c. To provide environmental terms in multiple languages
Explanation: ENVOC is a multilingual thesaurus of environmental terms used to standardize environmental terminology in different languages.

Q536. Which Indian organization serves as the National Focal Point for INFOTERRA?
a. Central Pollution Control Board (CPCB)
b. Ministry of Environment, Forest and Climate Change (MoEFCC)
c. ENVIS (Environmental Information System)
d. Indian Council of Agricultural Research (ICAR)

Answer: c. ENVIS (Environmental Information System)
Explanation: ENVIS, the Environmental Information System, serves as the National Focal Point (NFP) for INFOTERRA in India.

Q537. What is the role of the ENVIS Regional Service Centre (RSC)?
a. To oversee environmental education programs
b. To monitor international environmental conferences
c. To strengthen the information activities of the INFOTERRA network for South Asia
d. To develop environmental policies for India

Answer: c. To strengthen the information activities of the INFOTERRA network for South Asia
Explanation: ENVIS was designated as the Regional Service Centre (RSC) of INFOTERRA for the South Asia Sub-Region in 1985 to enhance the environmental information exchange in this region.

Q538. Which program superseded the SPINES Pilot Programme established by UNESCO's Division of Science and Technology Policies?
a. APIN Program
b. ASTINFO
c. PIPS (Science and Technology Policies Information Exchange Programme)
d. IFAP

Answer: c. PIPS (Science and Technology Policies Information Exchange Programme)
Explanation: The Science and Technology Policies Information Exchange Programme (PIPS) was established in 1984 to supersede the SPINES Pilot Programme.

Q539. When was the Science and Technology Policies Information Exchange Programme (PIPS) established?
a. 1980
b. 1982
c. 1984
d. 1990

Answer: c. 1984
Explanation: The Science and Technology Policies Information Exchange Programme (PIPS) was established in 1984 by UNESCO's Division of Science and Technology Policies.

Q540. What does ASTINFO stand for?
a. Asia-Pacific Information Network for Science
b. Asia Science and Technology Information Forum
c. Regional Network for Exchange of Information and Experience in Science and Technology in Asia and Pacific
d. Asian Science Technology Information Network

Answer: c. Regional Network for Exchange of Information and Experience in Science and Technology in Asia and Pacific
Explanation: ASTINFO is a network aimed at promoting the exchange of information and experiences in science and technology in the Asia/Pacific region, established in 1983.

Q541. When was the Asia-Pacific Information Network in Social Science (APINESS) launched by UNESCO?
a. 1980
b. 1983
c. 1986
d. 1990

Answer: c. 1986
Explanation: APINESS was launched by UNESCO in 1986 in collaboration with the Association of Asian Social Research Councils.

Q542. Which conference led to the establishment of ASTINFO in 1983?
a. First Conference of Science Ministers in Asia
b. Second Conference of the Science Ministers and Economic Planning Bodies in the Asia/Pacific region (CASTASIA II)
c. World Conference on Science in Budapest
d. UNESCO World Science Forum

Answer: b. Second Conference of the Science Ministers and Economic Planning Bodies in the Asia/Pacific region (CASTASIA II)
Explanation: ASTINFO was established as an outcome of CASTASIA II, held in March 1982 in Manila, Philippines.

Q543. Which of the following programs was created by the merger of ASTINFO, RINSEAP, and RINSCA?
a. APIN (Asia Pacific Information Network)
b. PIPS
c. IFAP
d. APINESS

Answer: a. APIN (Asia Pacific Information Network)
Explanation: APIN was created as a merger of ASTINFO, RINSEAP, and RINSCA to promote information exchange in the Asia-Pacific region.

Q544. What is the key focus of UNESCO's Information for All Programme (IFAP)?
a. Promoting digital literacy worldwide
b. Promoting ICT literacy and application, information and knowledge networking, and sharing information resources
c. Enhancing environmental awareness through technology
d. Fostering science and technology policies

Answer: b. Promoting ICT literacy and application, information and knowledge networking, and sharing information resources
Explanation: IFAP focuses on promoting ICT literacy, networking, and the sharing of information resources and best practices in communication and information.

Q545. What does MEDLARS stand for?
a. Medical Literature and Retrieval System
b. Medical Literature Analysis and Retrieval System
c. Medical Data and Library Access Retrieval System
d. Medical and Literature Analysis Retrieval System

Answer: b. Medical Literature Analysis and Retrieval System
Explanation: MEDLARS stands for Medical Literature Analysis and Retrieval System, which was established by the National Library of Medicine (NLM) in 1964.

Q546. In which year was the MEDLARS system established?
a. 1960
b. 1964
c. 1970
d. 1975

Answer: b. 1964
Explanation: MEDLARS was established in 1964 by the United States National Library of Medicine (NLM) as a computerized storage and retrieval system.

Q547. Which major component of PubMed is derived from MEDLARS?
a. TOXLINE
b. MEDLINE
c. NLM Catalog
d. Genetics Home Reference

Answer: b. MEDLINE
Explanation: MEDLINE, the major component of PubMed, is derived from the information available in MEDLARS and includes the data from Index Medicus.

Q548. Where is the United States National Library of Medicine (NLM) located?
a. Washington, D.C.
b. California
c. Bethesda, Maryland
d. New York City

Answer: c. Bethesda, Maryland
Explanation: The United States National Library of Medicine (NLM) is located in Bethesda, Maryland, on the campus of the National Institutes of Health (NIH).

Q549. What is the primary purpose of the Indian MEDLARS Centre (IMC)?
a. To provide access to international biomedical literature
b. To cater to the information needs of the Indian medical community
c. To organize medical conferences in India
d. To develop international collaborations in medical research

Answer: b. To cater to the information needs of the Indian medical community
Explanation: The Indian MEDLARS Centre (IMC) was set up by NIC and ICMR to meet the

information needs of the medical community in India, providing access to Indian biomedical literature.

Q550. What type of literature is covered by the bibliographic database developed by the Indian MEDLARS Centre?
a. International biomedical literature
b. Peer-reviewed Indian biomedical journals
c. Government health policy documents
d. General medical books

Answer: b. Peer-reviewed Indian biomedical journals
Explanation: The database developed by the Indian MEDLARS Centre covers prominent peer-reviewed Indian biomedical journals, providing easy access to Indian biomedical literature.

Q551. Which of the following is NOT one of the NLM's online resources?
a. PubMed
b. MedlinePlus
c. ClinicalTrials.gov
d. ICMR Journal

Answer: d. ICMR Journal
Explanation: The NLM provides access to various online resources such as PubMed, MedlinePlus, and ClinicalTrials.gov, but the ICMR Journal is not one of them.

Q552. Which organizations jointly set up the Indian MEDLARS Centre (IMC)?
a. NIC and ICMR
b. NIC and WHO
c. ICMR and NLM
d. WHO and FAO

Answer: a. NIC and ICMR
Explanation: The Indian MEDLARS Centre (IMC) was jointly set up by the National Informatics Centre (NIC) and the Indian Council of Medical Research (ICMR).

Q553. When was the Chemical Abstracts Service (CAS) established?
a. 1890
b. 1900
c. 1907
d. 1910

Answer: c. 1907
Explanation: The Chemical Abstracts Service (CAS) was established in 1907 as a non-profit organization of the American Chemical Society (ACS).

Q554. Where is the Chemical Abstracts Service (CAS) located?
a. New York, USA
b. Chicago, USA
c. Columbus, Ohio, USA
d. Washington D.C., USA

Answer: c. Columbus, Ohio, USA
Explanation: The Chemical Abstracts Service (CAS) is located in Columbus, Ohio, USA.

Q555. What type of information does Chemical Abstracts (CA) primarily cover?
a. Financial data and statistics
b. Abstracts from journal articles and patents
c. News and media updates
d. Legal documents and contracts

Answer: b. Abstracts from journal articles and patents
Explanation: Chemical Abstracts (CA) is a weekly abstracting journal that covers abstracts from both journal articles and patents related to chemistry and related sciences.

Q556. What is the main service provided by STN International?
a. Legal research services
b. Access to government databases
c. Access to 200 databases covering chemistry, life sciences, and more
d. Financial market research

Answer: c. Access to 200 databases covering chemistry, life sciences, and more
Explanation: STN International provides access to over 200 databases covering a range of fields such as chemistry, life sciences, engineering, patents, and business.

Q557. What is the primary feature of STN on the Web?
a. Access to global news
b. A full-featured service for searching databases using a command language
c. A database for historical data
d. Access to social media

Answer: b. A full-featured service for searching databases using a command language
Explanation: STN on the Web is a full-featured service that allows users to search online databases using a command language, ideal for more experienced users.

Q558. Which of the following is a tool developed by CAS to explore research topics and stay current with scientific literature?
a. SciFinder
b. STN Easy
c. CAS Registry
d. CAS Product Finder

Answer: a. SciFinder
Explanation: SciFinder is a desktop tool developed by CAS that helps users explore research topics, browse scientific journals, and stay updated with the scientific literature.

Q559. What is the focus of the CAS Registry?
a. Business data
b. Substance identification
c. Financial statistics
d. Legal research

Answer: b. Substance identification
Explanation: The CAS Registry is the largest substance identification system, focusing on the identification of chemical substances.

Q560. What does CAS Product Finder help users with?
a. Finding job opportunities in chemistry
b. Finding scientific products and tools
c. Identifying new patents
d. Exploring global research projects

Answer: b. Finding scientific products and tools
Explanation: The CAS Product Finder helps users discover scientific products designed to meet the diverse needs of researchers, scientists, and professionals in the field of science.

Q561. When was INSPEC established?
a. 1960
b. 1965
c. 1967
d. 1970

Answer: c. 1967
Explanation: INSPEC was started in 1967 by the Institution of Electrical Engineers (IEE), United Kingdom.

Q562. What was the basis for the creation of INSPEC?
a. A partnership between universities and research institutes
b. The Science Abstracts service available from the IEE since 1898
c. The demand for new scientific journals
d. Government-funded research initiatives

Answer: b. The Science Abstracts service available from the IEE since 1898
Explanation: INSPEC was based on the Science Abstracts service, which had been available from the IEE since 1898.

Q563. What is the primary function of the INSPEC database?
a. To archive historical data on scientific research

b. To provide bibliographic information and services to researchers
c. To support online collaboration between researchers
d. To offer access to chemical substances

Answer: b. To provide bibliographic information and services to researchers
Explanation: INSPEC provides bibliographic information services that are helpful for researchers in locating relevant journal articles, conference papers, and other documents in various scientific fields.

Q564. What are the back files available in INSPEC?
a. Database for chemical and medical research
b. Science Abstracts from 1898 to 1968
c. Historical research archives from the IEE
d. Detailed reviews of scientific patents

Answer: b. Science Abstracts from 1898 to 1968
Explanation: INSPEC offers electronic access to the back files of Science Abstracts from 1898 to 1968.

Q565. Which professional groups benefit most from INSPEC's services?
a. Historians and social scientists
b. Engineers, scientists, and researchers
c. Medical professionals
d. Lawyers and legal professionals

Answer: b. Engineers, scientists, and researchers
Explanation: INSPEC is particularly useful for engineers, scientists, and researchers who are looking for relevant journal articles, conference papers, and other scientific documents.

Q566. Which journals make up the Science Abstracts series of INSPEC?
a. Biology Abstracts, Chemistry Abstracts, Physics Abstracts
b. Physics Abstracts, Electrical and Electronics Abstracts, Computer and Control Abstracts
c. Mathematical Abstracts, Engineering Abstracts, Medical Abstracts
d. History of Science, Research Methodology, Environmental Studies

Answer: b. Physics Abstracts, Electrical and Electronics Abstracts, Computer and Control Abstracts
Explanation: The Science Abstracts series of INSPEC consists of the journals: Physics Abstracts, Electrical and Electronics Abstracts, and Computer and Control Abstracts.

Q567. Which organization provides flexible information services to the life sciences community globally?
a. INSPEC
b. IEE
c. BIOSIS
d. NLM

Answer: c. BIOSIS
Explanation: BIOSIS provides flexible information services, including databases and customized information products, to the global life sciences community.

UNIT 9

National and international information organizations

Q568. What was the original name of the National Institute of Science Communication and Information Resources (NISCAIR)?
a. National Institute of Scientific Research and Information
b. Indian National Scientific Documentation Centre (INSDOC)
c. Indian Institute of Scientific Communication
d. Centre for Science and Technology Resources

Answer: b. Indian National Scientific Documentation Centre (INSDOC)
Explanation: NISCAIR was originally known as the Indian National Scientific Documentation Centre (INSDOC) before being merged with the

National Institute of Science Communication (NISCOM).

Q569. In which year was NISCAIR established?
a. 1950
b. 1952
c. 1960
d. 2002

Answer: b. 1952
Explanation: The Indian National Scientific Documentation Centre (INSDOC), which later became NISCAIR, was established in 1952.

Q570. How many primary journals does NISCAIR publish?
a. 12
b. 15
c. 17
d. 20

Answer: c. 17
Explanation: NISCAIR publishes 17 primary journals in various scientific and technological fields.

Q571. Which of the following is a monthly journal published by NISCAIR?
a. Indian Journal of Chemistry A
b. Indian Journal of Marine Sciences
c. Journal of Intellectual Property Rights
d. Indian Journal of Biotechnology

Answer: a. Indian Journal of Chemistry A
Explanation: The Indian Journal of Chemistry A is a monthly journal published by NISCAIR.

Q572. Which of the following journals is published bi-monthly by NISCAIR?
a. Indian Journal of Biochemistry & Biophysics
b. Indian Journal of Engineering & Material Sciences
c. Indian Journal of Chemical Technology
d. All of the above

Answer: d. All of the above
Explanation: The Indian Journal of Biochemistry & Biophysics, Indian Journal of Engineering & Material Sciences, and Indian Journal of Chemical Technology are all published bi-monthly by NISCAIR.

Q573. What is the publication frequency of the "Indian Science Abstracts"?
a. Weekly
b. Fortnightly
c. Monthly
d. Quarterly

Answer: b. Fortnightly
Explanation: "Indian Science Abstracts" is published fortnightly by NISCAIR.

Q574. Which NISCAIR journal is published in Hindi?
a. Indian Journal of Traditional Knowledge
b. Bhartiya Vaigyanik evam Audyogik Anusandhan Patrika
c. Journal of Scientific and Industrial Research
d. Indian Journal of Marine Sciences

Answer: b. Bhartiya Vaigyanik evam Audyogik Anusandhan Patrika
Explanation: "Bhartiya Vaigyanik evam Audyogik Anusandhan Patrika" is a Hindi-language journal published by NISCAIR, and it is published half-yearly.

Q575. Which of the following abstracting journals is published by NISCAIR?
a. Indian Science Abstracts
b. Medicinal and Aromatic Plants Abstracts
c. Both a and b
d. None of the above

Answer: c. Both a and b
Explanation: NISCAIR publishes two abstracting journals: "Indian Science Abstracts" (fortnightly) and "Medicinal and Aromatic Plants Abstracts" (bi-monthly).

Q576. What is the frequency of publication of "CSIR News"?
a. Weekly
b. Fortnightly
c. Monthly
d. Quarterly

Answer: b. Fortnightly
Explanation: "CSIR News" is published fortnightly by NISCAIR in English.

Q577. In which language is "CSIR Samachar" published?
a. English
b. Hindi
c. Marathi
d. Urdu

Answer: b. Hindi
Explanation: "CSIR Samachar" is published in Hindi on a monthly basis by NISCAIR.

Q578. What is the focus of the "Wealth of India" (WOI)?
a. History of India
b. Encyclopaedia of Indian natural raw materials
c. Indian politics and culture
d. Indian scientific innovations

Answer: b. Encyclopaedia of Indian natural raw materials
Explanation: "Wealth of India" (WOI) is an encyclopaedia focused on Indian natural raw materials.

Q579. What is the Hindi version of "Wealth of India" called?
a. Bharat ki Sampada
b. Sampada of India
c. Vikas ka Rasta
d. Bharat ka Gyaan

Answer: a. Bharat ki Sampada
Explanation: "Bharat ki Sampada" is the Hindi version of "Wealth of India."

Q580. Which of the following services is provided by the Raw Material Herbarium and Museum?
a. Book publishing services
b. Consultancy on plant and crude drug identification
c. Database access services
d. Subscription services

Answer: b. Consultancy on plant and crude drug identification
Explanation: The Raw Material Herbarium and Museum provides consultancy services for identifying plants and crude drugs of plant origin.

Q581. Which language does "Vigyan Pragati" cater to?
a. Urdu
b. Hindi
c. English
d. Marathi

Answer: b. Hindi
Explanation: "Vigyan Pragati" is a popular science magazine published in Hindi by NISCAIR.

Q582. What is the frequency of publication for "Science Ki Duniya"?
a. Weekly
b. Bi-monthly
c. Quarterly
d. Monthly

Answer: c. Quarterly
Explanation: "Science Ki Duniya" is a quarterly popular science publication published in Urdu by NISCAIR.

Q583. Which of the following services is offered by NISCAIR?
a. Medicinal and Aromatic Plants Information Services (MAPIS)
b. ISSN assignment services for Indian serials
c. S&T translation services
d. All of the above

Answer: d. All of the above
Explanation: NISCAIR offers various services, including MAPIS, ISSN assignment for serials in India, and S&T translation services from foreign languages into English.

Q584. What kind of bibliometric service is offered by NISCAIR?
a. Citation analysis
b. Research area growth and development studies
c. Keyword analysis
d. Author collaboration studies

Answer: b. Research area growth and development studies
Explanation: NISCAIR provides bibliometrics services to study the growth, development, and spread of specific research areas.

Q585. What kind of publishing service does NISCAIR provide in electronic formats?
a. Print media
b. Digitized versions of its major publications
c. Audio and video publishing
d. Webinars

Answer: b. Digitized versions of its major publications
Explanation: NISCAIR publishes digitized versions of major publications like "Indian Science Abstracts," "Medicinal and Aromatic Plants Abstracts," and "The Wealth of India."

Q586. When was the National Science Library (NSL) established?
a. 1958
b. 1964
c. 1970
d. 1980

Answer: b. 1964
Explanation: The National Science Library (NSL) was established in 1964 to acquire important science and technology publications in the country.

Q587. What is the main aim of the National Science Library (NSL)?
a. To acquire political publications
b. To acquire social science publications
c. To acquire important science and technology publications
d. To acquire international journals

Answer: c. To acquire important science and technology publications
Explanation: NSL aims to acquire important science and technology publications published in India.

Q588. In which year was the National Social Science Documentation Centre (NASSDOC) established?
a. 1969
b. 1975
c. 1980
d. 1990

Answer: a. 1969
Explanation: NASSDOC was established in 1969 by the Indian Council of Social Science Research (ICSSR) in New Delhi.

Q589. Which of the following is a key product created by NASSDOC?
a. Journal articles
b. Bibliographies and Union Catalogues
c. Audio-video publications
d. Fiction books

Answer: b. Bibliographies and Union Catalogues
Explanation: NASSDOC is involved in creating products like bibliographies, Union Catalogues, and directories, with one of the major activities

being the compilation of the Union Catalogue of Social Science Periodicals.

Q590. What is the focus of the "Union Catalogue of Social Science Periodicals and Serials in India" compiled by NASSDOC?
a. International political journals
b. Indian social science periodicals and serials
c. International science journals
d. Research articles from universities

Answer: b. Indian social science periodicals and serials
Explanation: Since 1970, NASSDOC has been compiling the Union Catalogue of Social Science Periodicals and Serials in India.

Q591. When was the Defence Scientific Information and Documentation Centre (DESIDOC) established?
a. 1948
b. 1958
c. 1967
d. 1970

Answer: b. 1958
Explanation: DESIDOC was originally established as the Scientific Information Bureau (SIB) in 1958 under the Defence Science Laboratory.

Q592. What was the original name of the Defence Scientific Information and Documentation Centre (DESIDOC)?
a. Defence Research Library
b. Scientific Information Bureau (SIB)
c. Defence Science Library
d. Indian Scientific Information Centre

Answer: b. Scientific Information Bureau (SIB)
Explanation: DESIDOC was initially called the Scientific Information Bureau (SIB) before being renamed in 1967.

Q593. What year did DESIDOC become an independent unit of the Defence Research and Development Organisation (DRDO)?
a. 1959
b. 1967
c. 1970
d. 1980

Answer: c. 1970
Explanation: In 1970, DESIDOC became an independent unit and one of the laboratories of the DRDO.

Q594. When was UNESCO established?
a. 1945
b. 1946
c. 1950
d. 1960

Answer: b. 1946
Explanation: UNESCO (United Nations Educational, Scientific and Cultural Organization) was established in 1946 as a specialized agency of the United Nations.

Q595. What is the focus of UNESCO's activities?
a. Economic Development
b. Environmental Protection
c. Information and Cultural Matters
d. Political Advocacy

Answer: c. Information and Cultural Matters
Explanation: UNESCO is concerned with educational, scientific, cultural, and information matters, working to promote peace and security through international cooperation.

Q596. Which of the following is a UNESCO network focused on youth information exchange?
a. APIN
b. JOURNET
c. INFOYOUTH
d. HeritageNet

Answer: c. INFOYOUTH
Explanation: INFOYOUTH is an international information and data exchange network on youth,

focusing on the sharing of youth-related information globally.

Q597. What is the purpose of the ORBICOM network?
a. To link educational institutions globally
b. To connect communications leaders from various sectors
c. To promote environmental awareness
d. To develop sustainable technology projects

Answer: b. To connect communications leaders from various sectors
Explanation: ORBICOM is an international network that links leaders in communications from academic, media, corporate, and government sectors to facilitate the exchange of information and development of shared projects.

Q598. Which UNESCO network is focused on the electronic exchange of information between cultural institutions in Central Asia?
a. MEDLIB
b. HeritageNet
c. INFORLAC
d. ACCESS-net

Answer: b. HeritageNet
Explanation: HeritageNet is the electronic network of cultural institutions in Central Asia, focusing on the exchange of cultural and heritage information.

Q599. What is the purpose of the UNESCO Chairs/UNITWIN network?
a. To support environmental projects globally
b. To create a network of UNESCO Chairs in communications
c. To promote educational projects in Africa
d. To support sustainable development initiatives

Answer: b. To create a network of UNESCO Chairs in communications
Explanation: The UNESCO Chairs/UNITWIN network aims to establish and strengthen UNESCO Chairs at universities and institutions to promote knowledge exchange in the field of communications.

Q600. Which network is focused on developing information society programs for Latin America and the Caribbean?
a. INFOYOUTH
b. INFORLAC
c. JOURNET
d. APIN

Answer: b. INFORLAC
Explanation: INFORLAC is the Information Society Programme for Latin America and the Caribbean, working to improve the region's information infrastructure and exchange.

Q601. Which of the following is a network that focuses on sustainable synergy in computer centres?
a. ACCESS-net
b. APIN
c. MEDLIB
d. UNAL

Answer: a. ACCESS-net
Explanation: ACCESS-net is the Association of Computer Centres for Exploiting Sustainable Synergy, focusing on the development and use of computer centres with an emphasis on sustainability.

Q602. What is the primary aim of the ORBICOM network?
a. To promote sustainable development
b. To link communications leaders for the exchange of information and project development
c. To improve educational infrastructure globally
d. To support cultural heritage preservation

Answer: b. To link communications leaders for the exchange of information and project development
Explanation: ORBICOM connects communications leaders from academic, media, corporate, and government sectors to foster the exchange of information and development of shared projects.

Q603. What was the purpose of establishing UNAL in 1990?
a. To promote the digitalization of library resources
b. To foster cooperation among public libraries for international understanding
c. To support the development of communication technologies
d. To connect libraries across North America

Answer: b. To foster cooperation among public libraries for international understanding
Explanation: UNAL (UNESCO Network of Associated Libraries) was established in 1990 to promote cooperation among public libraries to build international understanding, especially between libraries of the North and South.

Q604. APIN merges which of the following networks?
a. UNAL and ORBICOM
b. ASTINFO, RINSEAP, and RINSCA
c. MEDLIB and INFOYOUTH
d. INFORLAC and ACCESS-net

Answer: b. ASTINFO, RINSEAP, and RINSCA
Explanation: APIN (Asia and Pacific Information Network) combines the Regional Network for the Exchange of Information and Experiences in Science and Technology in Asia and the Pacific (ASTINFO), the Regional Informatics Network for Southeast Asia and the Pacific (RINSEAP), and the Regional Informatics Network for South and Central Asia (RINSCA).

Q605. What is the focus of the UNESCO's UNISIST programme?
a. Library automation
b. Scientific and technological information
c. Environmental sustainability
d. Cultural heritage preservation

Answer: b. Scientific and technological information
Explanation: UNISIST (World Science Information System), launched in 1973, marked a new phase in UNESCO's work in library, documentation, and information fields, emphasizing scientific and technological information.

Q606. When was the General Information Programme (PGI) created by UNESCO?
a. 1960
b. 1973
c. 1976
d. 1980

Answer: c. 1976
Explanation: The General Information Programme (PGI) was created in 1976 by merging UNISIST with a programme focused on the development of documentation, libraries, and archives.

Q607. Which UNESCO programme focuses on the development of libraries, documentation, and archives?
a. PGI
b. UNAL
c. UNISIST
d. ORBICOM

Answer: a. PGI
Explanation: The General Information Programme (PGI) was established to merge UNISIST with a programme concerned with the development of libraries, documentation, and archives.

Q608. What is the key goal of the UNISIST Study Report (1971)?
a. To guide the development of educational institutions globally
b. To establish principles for the World Science Information System
c. To promote global communication networks
d. To improve the quality of scientific research publications

Answer: b. To establish principles for the World Science Information System

Explanation: The UNISIST Study Report (1971) outlined the broad principles for the World Science Information System, emphasizing the importance of scientific and technological information in global development.

Q609. When was the International Federation of Library Associations and Institutions (IFLA) founded?
a. 1910
b. 1927
c. 1935
d. 1945

Answer: b. 1927
Explanation: IFLA was founded in 1927 in Edinburgh, Scotland, with the goal of promoting international contacts among library associations and librarians.

Q610. Where is the permanent secretariat of IFLA located?
a. Paris, France
b. London, United Kingdom
c. The Hague, Netherlands
d. Geneva, Switzerland

Answer: c. The Hague, Netherlands
Explanation: IFLA set up a permanent secretariat in The Hague, Netherlands, in 1971.

Q611. Which IFLA core programme focuses on the Universal Bibliographic Control and International MARC?
a. Action for Development through Libraries Programme (ALP)
b. Universal Availability of Publications (UAP)
c. Universal Dataflow and Telecommunications (UDT)
d. Universal Bibliographic Control and International MARC (UBCIM)

Answer: d. Universal Bibliographic Control and International MARC (UBCIM)
Explanation: The UBCIM programme was one of IFLA's core programmes that made significant contributions to the profession, focusing on universal bibliographic control and the use of the MARC format internationally.

Q612. What is the purpose of the Action for Development through Libraries Programme (ALP)?
a. To provide funding for library infrastructure development
b. To advance librarianship and promote library development globally
c. To support digitization projects
d. To establish library systems in developing countries

Answer: b. To advance librarianship and promote library development globally
Explanation: The ALP programme, launched in 1984 and renamed in 2004, aims to promote development through libraries, particularly in underdeveloped regions.

Q613. Which committee of IFLA is responsible for addressing concerns regarding copyright and legal matters?
a. Committee on Free Access to Information and Freedom of Expression (FAIFE)
b. Committee on Copyright and Other Legal Matters (CLM)
c. IFLA-CDNL Alliance for Bibliographic Standards (ICABS)
d. Universal Dataflow and Telecommunications (UDT)

Answer: b. Committee on Copyright and Other Legal Matters (CLM)
Explanation: The CLM committee handles IFLA's concerns related to copyright and legal issues, representing the international library community in such matters.

Q614. What is the primary focus of IFLA's Committee on Free Access to Information and Freedom of Expression (FAIFE)?
a. To promote open-source software for libraries
b. To defend and promote human rights related to information access

c. To oversee digital libraries' policies globally
d. To advocate for copyright reforms in libraries

Answer: b. To defend and promote human rights related to information access
Explanation: FAIFE supports the free access to information and freedom of expression, in line with the United Nations Universal Declaration of Human Rights.

Q615. What activity is associated with the IFLA-CDNL Alliance for Bibliographic Standards (ICABS)?
a. The management of IFLANET
b. The development of standards for cataloguing and bibliographic control
c. The promotion of library automation systems
d. The establishment of library digitization projects

Answer: b. The development of standards for cataloguing and bibliographic control
Explanation: ICABS is involved in the development of bibliographic standards and cataloguing practices, including overseeing projects like UNIMARC and the International Cataloguing and Bibliographic Control journal.

Q616. Which library hosted the Universal Bibliographic Control and International MARC (UBCIM) programme from 1973 to 1989?
a. The British Library
b. The National Library of Canada
c. The Biblioteca Nacional de Portugal
d. The National Library of France

Answer: a. The British Library
Explanation: The British Library hosted the UBCIM programme from 1973 to 1989, before its responsibility was transferred to Die Deutsche Bibliothek.

Q617. What was the main function of IFLA's Universal Dataflow and Telecommunications (UDT) core activity?
a. To support library digitization projects
b. To analyze and promote technologies and standards in the digital environment
c. To provide networking tools for libraries
d. To develop copyright standards for international libraries

Answer: b. To analyze and promote technologies and standards in the digital environment
Explanation: UDT focused on the analysis and promotion of technologies and standards for digital resources, including networked resource discovery, information retrieval, digitization, and metadata.

Q618. Which organization now hosts IFLANET, the communications tool developed by UDT?
a. The British Library
b. The National Library of Canada
c. The Institut de l'Information Scientifique et Technique (INIST)
d. The Biblioteca Nacional de Portugal

Answer: c. The Institut de l'Information Scientifique et Technique (INIST)
Explanation: IFLANET, originally hosted at the National Library of Canada, was moved to INIST in France in 2001 and is no longer part of the ICABS activity.

Q619. When was the IFLA Core Activity on Preservation and Conservation (PAC) started?
a. 1975
b. 1980
c. 1984
d. 1990

Answer: c. 1984
Explanation: The IFLA Core Activity on Preservation and Conservation (PAC) was started in 1984 to address the preservation needs of library materials globally.

Q620. What is the main aim of the IFLA UNIMARC Core Activity?
a. To develop international standards for digital libraries
b. To facilitate the international exchange of

bibliographic data
c. To promote library services in developing countries
d. To support library management systems

Answer: b. To facilitate the international exchange of bibliographic data
Explanation: The main aim of the UNIMARC Core Activity is to coordinate the development, maintenance, and promotion of the Universal MARC format (UNIMARC), created to facilitate the exchange of bibliographic data internationally.

Q621. What year was the IFLANET network initiated, and by which core programme?
a. 1989, Universal Bibliographic Control and International MARC (UBCIM)
b. 1990, Universal Dataflow and Telecommunications (UDT)
c. 1993, Universal Dataflow and Telecommunications (UDT)
d. 1995, IFLA General Information Programme (PGI)

Answer: c. 1993, Universal Dataflow and Telecommunications (UDT)
Explanation: IFLANET was initiated in 1993 under the Universal Dataflow and Telecommunications (UDT) Core Programme to improve communication within IFLA and its various organs.

Q622. Which IFLA publication is released quarterly?
a. IFLA Annual
b. IFLA Journal
c. IFLA Trends
d. IFLA Medium Term Programme

Answer: b. IFLA Journal
Explanation: The IFLA Journal is a quarterly publication that covers topics related to library and information science.

Q623. Which of the following IFLA publications is biennial?
a. IFLA Annual
b. IFLA Journal
c. IFLA Trends
d. IFLA Statutes and Rules of Procedure

Answer: c. IFLA Trends
Explanation: IFLA Trends is a biennial report published by IFLA, highlighting key trends in the library and information profession.

Q624. Where does IFLA hold its annual General Conference?
a. At the IFLA headquarters in The Hague, Netherlands
b. In various parts of the world
c. In a single country each year
d. At the United Nations in New York

Answer: b. In various parts of the world
Explanation: IFLA holds its annual General Conference in different parts of the world, allowing members from various regions to participate.

Q625. What regional offices does IFLA have?
a. Europe and Africa
b. Asia and Oceania, Latin America, Africa
c. North America and Europe
d. Australia, Africa, and North America

Answer: b. Asia and Oceania, Latin America, Africa
Explanation: IFLA has regional offices in Asia and Oceania, Latin America, and Africa to support its activities and initiatives globally.

Q626. What responsibility does the Permanent UNIMARC Committee have?
a. To oversee library digitization projects
b. To maintain and update the UNIMARC formats
c. To support the IFLA Journal's editorial board
d. To organize IFLA's General Conference

Answer: b. To maintain and update the UNIMARC formats
Explanation: The Permanent UNIMARC

Committee is responsible for the maintenance and updating of the UNIMARC formats, which include Bibliographic, Authorities, Classification, and Holdings.

Q627. Which of the following is NOT one of the four UNIMARC formats maintained by IFLA?
a. Bibliographic
b. Authorities
c. Classification
d. Reference

Answer: d. Reference
Explanation: The four UNIMARC formats maintained by IFLA are Bibliographic, Authorities, Classification, and Holdings. "Reference" is not one of them.

Q628. What type of services does IFLANET provide?
a. Communication within IFLA and its organs
b. Online access to IFLA's archives
c. Library management software
d. Digital library development tools

Answer: a. Communication within IFLA and its organs
Explanation: IFLANET was developed to improve communication within IFLA and its various organs and to provide a virtual presence for the organization at all times.

Q629. When was the International Council for Science (ICSU) founded?
a. 1920
b. 1931
c. 1945
d. 1952

Answer: b. 1931
Explanation: ICSU was founded in 1931 as the International Council of Scientific Union to promote the exchange of scientific information and ideas for the benefit of mankind.

Q630. What was the primary goal of the International Council for Science (ICSU)?
a. To develop scientific research methodologies
b. To encourage international scientific activity for the benefit of mankind
c. To create scientific standards for all countries
d. To develop scientific and technical resources for the global economy

Answer: b. To encourage international scientific activity for the benefit of mankind
Explanation: ICSU's primary goal was to encourage international scientific activity that would benefit mankind by improving communication, exchange of ideas, and the development of scientific standards.

Q631. What is the publication of ICSU that provides information about its activities?
a. ICSU Newsletter
b. ICSU Yearbook and ICSU Bulletin
c. ICSU Research Journal
d. ICSU Annual Report

Answer: b. ICSU Yearbook and ICSU Bulletin
Explanation: ICSU publishes the ICSU Yearbook and a quarterly ICSU Bulletin, which provide detailed information about its activities and achievements.

Q632. In which year was the International Council for Scientific and Technical Information (ICSTI) established?
a. 1950
b. 1952
c. 1984
d. 1990

Answer: c. 1984
Explanation: ICSTI was established in June 1984 to replace the ICSU Abstracting Board and to improve the flow of scientific and technical information globally.

Q633. What is the main role of ICSTI?
a. To publish scientific journals

b. To promote the development of scientific methods
c. To improve the flow of information between scientists and technologists
d. To monitor international scientific research

Answer: c. To improve the flow of information between scientists and technologists
Explanation: ICSTI was formed to improve the communication and flow of information between scientists and technologists worldwide, facilitating better exchange of scientific knowledge.

Q634. What year was the Committee on Data for Science and Technology (CODATA) established?
a. 1960
b. 1972
c. 1980
d. 1990

Answer: b. 1972
Explanation: CODATA was established in 1972 as an interdisciplinary scientific committee of ICSU to promote the compilation, evaluation, and dissemination of reliable numerical data.

Q635. Which fields of science and technology does CODATA primarily focus on for data compilation and dissemination?
a. Only physical sciences
b. All types of scientific data, including physical sciences, biology, and engineering
c. Only environmental science
d. Only computer science and technology

Answer: b. All types of scientific data, including physical sciences, biology, and engineering
Explanation: CODATA is concerned with data from all fields of science and technology, including physical sciences, biology, geology, astronomy, engineering, and environmental sciences.

Q636. Which of the following is NOT a publication of CODATA?
a. CODATA Newsletter
b. CODATA Conference Proceedings
c. CODATA Research Reports
d. CODATA Books and Monographs

Answer: c. CODATA Research Reports
Explanation: CODATA publishes several types of materials, including newsletters, conference proceedings, books, monographs, and special reports, but "Research Reports" is not listed among them.

Q637. Where is the CODATA Secretariat currently located?
a. London, United Kingdom
b. Washington D.C., USA
c. Paris, France
d. Berlin, Germany

Answer: c. Paris, France
Explanation: The CODATA Secretariat is currently located at 51, Boulevard de Montmorency, 75016 Paris, France.

International Council for Science (ICSU), the International Council for Scientific and Technical Information (ICSTI), and the Committee on Data for Science and Technology (CODATA)

Aspect	Details
ICSU (International Council for Science)	A non-governmental organization founded in 1931, initially known as the International Council of Scientific Unions.
Purpose	To promote scientific communication, exchange ideas, and establish standards in methodology, nomenclature, and units for the benefit of mankind.
Publications	ICSU Yearbook and quarterly ICSU Bulletin.
ICSTI (International Council for Scientific and	Established in 1984, it replaced the ICSU Abstracting Board (ICSU-AB), formed in 1952.

Technical Information)	
Membership	ICSTI has approximately 50 member organizations.
Purpose of ICSTI	To improve the flow of scientific and technical information between scientists and technologists worldwide.
CODATA (Committee on Data for Science and Technology)	Founded in 1972 as an interdisciplinary scientific committee under ICSU.
Purpose of CODATA	To promote and encourage the compilation, evaluation, and dissemination of reliable numerical data in science and technology.
Fields of Data	Data from experimental measurements, observations, and calculations across physical sciences, biology, geology, astronomy, engineering, environmental science, ecology, and more.
Publications	1. CODATA Newsletter 2. Conference Proceedings 3. Books and Monographs 4. Special Reports on CODATA activities 5. CODATA Bulletins across various subject areas.
Secretariat Location	51, Boulevard de Montmorency, 75016 Paris, France.

Q638. When was the Institute for Scientific Information (ISI) set up?
a. 1955
b. 1960
c. 1970
d. 1980

Answer: b. 1960
Explanation: The Institute for Scientific Information (ISI) was established in 1960 to serve the scientific, academic, and business communities as an information provider.

Q639. What is the ISI Web of Knowledge?
a. A journal publishing platform
b. A citation index
c. A tool for accessing, analyzing, and managing information
d. A social science research database

Answer: c. A tool for accessing, analyzing, and managing information
Explanation: ISI Web of Knowledge is a single platform that enables users to access, analyze, and manage information, helping researchers find high-quality sources and use evaluation tools.

Q640. Which of the following is a citation index provided by ISI?
a. Arts and Humanities Citation Index
b. Google Scholar Citation Index
c. International Citation Index
d. Bibliometric Citation Index

Answer: a. Arts and Humanities Citation Index
Explanation: ISI provides several citation indexes, including the Arts and Humanities Citation Index, which covers multidisciplinary, high-impact journals.

Q641. Which of the following citation indexes is part of ISI's offerings?
a. Science Citation Index Expanded
b. Humanities Citation Index
c. Environmental Science Citation Index
d. Technology Citation Index

Answer: a. Science Citation Index Expanded
Explanation: ISI's Science Citation Index Expanded is one of the key citation indexes that provides access to high-impact scientific journals across a range of disciplines.

Q642. What is the primary purpose of ISI's citation indexes?
a. To promote scientific journals
b. To track academic publishing trends

c. To provide access to multidisciplinary, high-impact journals
d. To rank research institutions

Answer: c. To provide access to multidisciplinary, high-impact journals
Explanation: The primary purpose of ISI's citation indexes is to facilitate access to multidisciplinary, high-impact journals in fields like arts, humanities, social sciences, and natural sciences.

Q643. Which of the following tools is provided by ISI to help researchers manage information?
a. ResearchGate
b. Citation Management Software
c. Bibliographic management products
d. Digital Library Tools

Answer: c. Bibliographic management products
Explanation: ISI provides bibliographic management products to help researchers manage, organize, and evaluate information from various sources.

UNIT 10

INFORMATION PRODUCTS – Products Part 1

Q644. What is a newsletter?
a. A book containing research articles
b. A serial publication with news or information of interest to a specific group
c. A scholarly journal
d. A magazine with advertisements

Answer: b. A serial publication with news or information of interest to a specific group
Explanation: A newsletter is a periodic publication that contains news or information of interest to a specific group of users. It can be in print or electronic form.

Q645. When did corporate newsletters begin to emerge rapidly?
a. 1910s
b. 1920s
c. 1930s
d. 1940s

Answer: c. 1930s
Explanation: Corporate newsletters began to emerge rapidly in the 1930s, with Telecommunications Reports leading the way in 1934.

Q646. What was the first newsletter about newsletters, published in 1964?
a. Newsletter on Communication
b. Newsletters Worldwide
c. Newsletter on Newsletters
d. The Newsletter Digest

Answer: c. Newsletter on Newsletters
Explanation: The first newsletter specifically about newsletters, titled *Newsletter on Newsletters*, was published in 1964.

Q647. Which of the following is a type of organisation that publishes newsletters?
a. R&D Organisations
b. Private Institutions
c. Government Organisations
d. All of the above

Answer: d. All of the above
Explanation: Newsletters are published by various types of organisations, including R&D organisations, associations, government organisations, public sector undertakings, private institutions, and academic institutions.

Q648. What is the main function of a newsletter?
a. To provide detailed research articles
b. To provide speedy information to a specific group of audience
c. To publish advertisements
d. To distribute scientific papers

Answer: b. To provide speedy information to a specific group of audience
Explanation: The main function of a newsletter is to provide quick and relevant information to a particular group of readers.

Q649. Which type of organisation is likely to publish newsletters about industry developments?
a. Academic Institutions
b. Private Institutions
c. Government Organisations
d. R&D Organisations

Answer: d. R&D Organisations
Explanation: R&D organisations, both national and international, often publish newsletters related to developments and research in their respective fields.

Q650. What is a house journal?
a. A magazine for academic research
b. A serial publication issued by an organisation to inform the public of its performance
c. A newspaper published by the government
d. A scholarly journal on scientific developments

Answer: b. A serial publication issued by an organisation to inform the public of its performance
Explanation: A house journal is a serial publication issued by an organisation to inform the public about its performance and style of functioning.

Q651. When did the origin of house journals date back to?
a. Greek Empire
b. Roman Empire
c. Chinese Han Dynasty
d. Medieval Europe

Answer: c. Chinese Han Dynasty
Explanation: The origin of house journals can be traced back to the Chinese Han Dynasty in 200 B.C., where internal communications were used to keep the court informed.

Q652. Who is credited with establishing the first company-sponsored internal publication in the United States?
a. Thomas Edison
b. John H. Patterson
c. Andrew Carnegie
d. Henry Ford

Answer: b. John H. Patterson
Explanation: John H. Patterson, President of National Cash Register Co., is acknowledged for establishing the first company-sponsored internal publication, the NCR Factory News, in 1887.

Q653. What was the first official external house journal?
a. NCR World
b. The Travelers Record
c. Protection
d. Planters Chronicle

Answer: b. The Travelers Record
Explanation: The first official external house journal was *The Travelers Record*, published on March 1, 1865, by Travelers Insurance Companies in Hartford, Connecticut.

Q654. When was the first house journal in India, *Planters Chronicle*, published?
a. 1887
b. 1905
c. 1920
d. 1935

Answer: b. 1905
Explanation: The United Planters Association of Southern India published the first house journal in India, *Planters Chronicle*, in 1905.

Q655. What is the purpose of an internal house journal?
a. To inform customers about product launches
b. To provide news to the general public
c. To inform employees about the organisation's activities
d. To attract potential clients

Answer: c. To inform employees about the organisation's activities
Explanation: An internal house journal is for employees of the organisation and is meant for internal circulation to keep them informed about the organisation's activities.

Q656. What is the primary audience for external house journals?
a. Employees of the organisation
b. The general public
c. Customers or potential customers of the organisation
d. Shareholders of the organisation

Answer: c. Customers or potential customers of the organisation
Explanation: External house journals are designed for customers or potential customers of an organisation and are meant for external circulation.

Q657. What is the primary purpose of trade and product bulletins?
a. To provide in-depth research studies
b. To describe the attributes of products, materials, or services and promote sales
c. To offer news on scientific advancements
d. To entertain a wide audience

Answer: b. To describe the attributes of products, materials, or services and promote sales
Explanation: Trade and product bulletins are published by manufacturers, distributors, and publishers to describe the attributes of products, materials, or services and promote their sale to potential customers.

Q658. In what form did the earliest trade catalogues appear?
a. General product advertisements
b. Booksellers' book lists
c. Electronic product descriptions
d. Scientific research papers

Answer: b. Booksellers' book lists
Explanation: The earliest trade catalogues were book lists distributed by booksellers. The first such catalogue was issued in 1564 by George Willer, an Ausburg bookseller.

Q659. What is the significance of the trade catalogue issued by George Willer in 1564?
a. It was the first trade catalogue in America
b. It was the first trade catalogue to be issued in Europe
c. It was a subject list of 256 books and is considered the first trade catalogue
d. It was an electronic catalogue

Answer: c. It was a subject list of 256 books and is considered the first trade catalogue
Explanation: The catalogue issued by George Willer in 1564 is believed to be the first trade catalogue and contained a subject list of 256 books.

Q660. Who issued the first American drug catalogue, and when was it issued?
a. George Willer in 1564
b. John Tweedy in 1760
c. John Day and Company in 1771
d. Both b and c

Answer: d. Both b and c
Explanation: The first American drug catalogue was issued in 1760 by John Tweedy of Newport, and the second was issued by John Day and Company in 1771.

Q661. What type of products do trade and product bulletins cover?
a. Only books
b. Household goods and drugs

c. Books, drugs, chemicals, machinery, and more
d. Only research materials

Answer: c. Books, drugs, chemicals, machinery, and more
Explanation: Trade and product bulletins cover a wide range of products and materials, including books, drugs, chemicals, household goods, and complex machinery and equipment used in research and industry.

Q662. What is a common feature of house journals and trade product bulletins?
a. Both provide entertainment
b. Both focus on promoting a specific product or service
c. Both are scholarly publications
d. Both cover topics related to arts and humanities

Answer: b. Both focus on promoting a specific product or service
Explanation: Both house journals and trade product bulletins are primarily focused on providing information related to a product or service, often promoting its attributes to potential customers.

Q663. Which publication is issued monthly by Jasubhai Media Pvt. Ltd., Mumbai?
a. Industrial Product Finder
b. Industrial Equipment News
c. Chemical Product Finder
d. Technology World

Answer: c. Chemical Product Finder
Explanation: The **Chemical Product Finder** is a monthly publication by **Jasubhai Media Pvt. Ltd., Mumbai**, focusing on chemical products and related industries.

Q664. What is the primary focus of the **Industrial Equipment News** magazine?
a. Chemical engineering
b. Industrial equipment and machinery
c. Agricultural products
d. Information technology

Answer: b. Industrial equipment and machinery
Explanation: Industrial Equipment News, published by **Sri Balaji Publishing Co. Pvt. Ltd.**, focuses on industrial equipment and machinery, providing relevant news and information in the field.

Q665. What type of content is typically found in the **Buyer's Guide** or **Directory Issue** of technical journals?
a. Research articles
b. Product listings and suppliers' information
c. Editorial columns
d. Case studies and reviews

Answer: b. Product listings and suppliers' information
Explanation: Buyer's Guide or **Directory Issue** of technical journals typically features product listings, directories of suppliers, and related information to help readers find and purchase products.

Q666. Which of the following magazines publishes an annual **Buyer's Guide**?
a. Chemical Engineering
b. World Aviation Directory
c. Kompass International Register Editions
d. All of the above

Answer: d. All of the above
Explanation: The **Buyer's Guide** is commonly published annually in various technical magazines such as **Chemical Engineering**, **Electronics for You**, **Chemical Week**, and more.

Q667. What type of directory is the **World Aviation Directory** published by Ziff-Davis Publishing Company?
a. Directory of aerospace technologies
b. Directory of air carriers, aircraft manufacturers, and related organizations
c. Directory of chemical products
d. Directory of industrial equipment suppliers

Answer: b. Directory of air carriers, aircraft manufacturers, and related organizations
Explanation: The **World Aviation Directory** provides information on air carriers, manufacturers of aircraft, and related organizations in the aviation industry.

Q668. What does the **Kompass International Register Editions** provide?
a. A global directory of chemical suppliers
b. Corporate profiles from over 70 countries
c. Information on government agencies
d. Supplier profiles from India only

Answer: b. Corporate profiles from over 70 countries
Explanation: Kompass International Register Editions publishes corporate profiles for over 70 countries, providing valuable information on businesses worldwide.

Q669. What is the primary purpose of the **Trade Portal of India**?
a. To provide educational content for Indian businesses
b. To promote products and suppliers profiles from India
c. To facilitate international trade agreements
d. To list educational institutions in India

Answer: b. To promote products and suppliers profiles from India
Explanation: The **Trade Portal of India** is set up by the **Business Information Centre of India Trade Promotion Organisation (ITPO)** and focuses on providing profiles of products and suppliers from India to promote international trade.

UNIT 11

Information products Part 2

Q670. What is the main purpose of **trend reports** in a specific subject field?
a. To provide detailed research methodologies
b. To capture recent developments and current research trends
c. To offer a comprehensive overview of historical data
d. To provide personal opinions of experts

Answer: b. To capture recent developments and current research trends
Explanation: Trend reports provide a systematic view of the latest developments and research trends in a particular subject area, offering insights based on the analysis of literature from a specific period.

Q671. What is the typical time range for the analysis of literature in **trend reports**?
a. 1–2 years
b. 2–5 years or more
c. 5–10 years
d. 10–15 years

Answer: b. 2–5 years or more
Explanation: Trend reports typically analyze literature published over a period of 2 to 5 years or more, capturing the major trends in research during that time.

Q672. According to Webster's Dictionary, what does a **digest** do?
a. Provides an in-depth analysis of a subject
b. Compresses literature into a short summary containing the essential core
c. Organizes information into a chronological order
d. Provides a collection of case studies

Answer: b. Compresses literature into a short summary containing the essential core
Explanation: A **digest** is defined as the process of compressing literature or a body of information into a concise summary that highlights the essential core of the matter.

Q673. Which of the following is a **source of information** for technical digests?
a. Trade journals
b. Scholarly S&T journals

c. Manufacturers' catalogues
d. All of the above

Answer: d. All of the above
Explanation: Technical digests collect information from various sources, including **scholarly S&T journals**, **trade journals**, **manufacturers' catalogues**, and other related sources.

Q674. What is the key purpose of **information analysis and consolidation** in compiling a **technical digest**?
a. To highlight the author's opinions
b. To evaluate, analyze, and consolidate collected information
c. To create detailed case studies
d. To provide entertainment value

Answer: b. To evaluate, analyze, and consolidate collected information
Explanation: After collecting information from various sources, **information analysis and consolidation** is necessary to properly evaluate and consolidate the data into a **technical digest**.

Q675. Which of the following publications is **bimonthly** and provides digests on **human resources, employment potential, entrepreneurial skills, and managerial issues**?
a. Techman
b. Management Digest
c. Innovative Technology
d. Technology Digest

Answer: b. Management Digest
Explanation: Management Digest, published bimonthly by **SENDOC**, provides digests of journal articles related to **human resources**, **employment potential**, **entrepreneurial skills**, and **managerial issues**.

Q676. Which publication by **SENDOC** focuses on **new processes, products, and equipment** aimed at **cost reduction, import substitution, and export promotion**?
a. Techman
b. Innovative Technology
c. Management Digest
d. Technical Digest

Answer: b. Innovative Technology
Explanation: Innovative Technology, a bimonthly publication by **SENDOC**, provides digests of **new processes**, **products**, and **equipment** aimed at **cost reduction**, **import substitution**, and **export promotion**.

Q677. What does **Techman** provide in its bimonthly digests?
a. Articles on entrepreneurship
b. Articles on human resources
c. Digests of processes, products, and equipment
d. Literature reviews

Answer: c. Digests of processes, products, and equipment
Explanation: Techman, published bimonthly by **SENDOC**, provides digests of **processes**, **products**, and **equipment** covering a wide spectrum of technologies.

Q678. Which of the following is **NOT** a part of the **TERI Information Digest on Energy and Environment**?
a. TIDE – TERI Information Digest on Energy
b. TIMES – TERI Information Monitor on Environmental Science
c. GER – Global Environmental Review
d. Global Environmental Digest

Answer: d. Global Environmental Digest
Explanation: The **TERI Information Digest on Energy and Environment** includes TIDE, TIMES, and GER, but does not include a publication called **Global Environmental Digest**.

Q679. What is the **main difference** between **Reviews** and **State-of-the-Art Reports** in terms of their function?
a. Reviews perform a historical function, while State-of-the-Art Reports do not.
b. State-of-the-Art Reports perform a historical function, while Reviews do not.

c. Both perform the same function.
d. Neither performs any historical function.

Answer: a. Reviews perform a historical function, while State-of-the-Art Reports do not.
Explanation: Reviews often summarize and discuss the historical context of a subject, whereas **State-of-the-Art Reports** focus on the most recent developments without considering the historical background.

Q680. What is the primary characteristic of **Trend Reports** as compared to **State-of-the-Art Reports**?
a. Trend Reports replace primary documents, while State-of-the-Art Reports do not.
b. Trend Reports focus on recent developments, whereas State-of-the-Art Reports provide a comprehensive review of all related literature.
c. Trend Reports are written by information professionals, while State-of-the-Art Reports are written by subject experts.
d. Trend Reports do not replace primary documents, unlike State-of-the-Art Reports.

Answer: b. Trend Reports focus on recent developments, whereas State-of-the-Art Reports provide a comprehensive review of all related literature.
Explanation: Trend Reports capture and analyze recent trends in a specific area, while **State-of-the-Art Reports** offer a comprehensive overview of the subject area, including past and current literature.

Q681. What distinguishes **State-of-the-Art Reports** from **Trend Reports**?
a. State-of-the-Art Reports are prepared by subject experts, while Trend Reports are prepared by information professionals.
b. State-of-the-Art Reports replace primary documents, while Trend Reports do not.
c. Trend Reports are more comprehensive in nature than State-of-the-Art Reports.
d. Trend Reports include historical functions, while State-of-the-Art Reports do not.

Answer: a. State-of-the-Art Reports are prepared by subject experts, while Trend Reports are prepared by information professionals.
Explanation: State-of-the-Art Reports are typically prepared by subject experts with in-depth knowledge of the field, while **Trend Reports** are more likely to be compiled by information professionals based on analysis of current trends.

Q682. Which of the following is **NOT** a distinguishing feature of **Reviews**, **State-of-the-Art Reports**, or **Trend Reports**?
a. Reviews provide a historical perspective.
b. State-of-the-Art Reports are prepared by subject experts.
c. Trend Reports replace primary documents.
d. Trend Reports focus on recent developments.

Answer: c. Trend Reports replace primary documents.
Explanation: Trend Reports do not replace primary documents, unlike **State-of-the-Art Reports** which can sometimes summarize the information found in primary documents.

UNIT 12

Information services Part 1

Q683. According to the Online Dictionary of Library and Information Science, **Literature Search** is defined as:
a. A search for published information conducted haphazardly.
b. A search for published information conducted systematically using bibliographic finding tools.
c. A search limited to primary sources only.
d. A quick search aimed at locating basic information.

Answer: b. A search for published information conducted systematically using bibliographic finding tools.
Explanation: Literature Search involves a thorough and systematic search using various bibliographic tools to gather as much information on a topic as possible.

Q684. Which of the following is **NOT** a key characteristic of **Literature Search**?
a. It is an exhaustive search for published information.
b. It is generally completed in a short period of time.
c. It involves consulting a wide range of sources.
d. It is an important initial step in research.

Answer: b. It is generally completed in a short period of time.
Explanation: Literature Search is typically more exhaustive and time-consuming compared to services like **Ready Reference**. It may take much longer to complete due to the depth and range of sources involved.

Q685. Literature Search can be equated with which of the following?
a. Ready Reference Service
b. Short Range Reference Service
c. Long Range Reference Service
d. General Information Search

Answer: c. Long Range Reference Service
Explanation: Literature Search is similar to **Long Range Reference Service**, as it involves an in-depth and wide-ranging search for information, often for research or problem-solving purposes.

Q686. Which type of library is more likely to provide **Long Range Reference Service** or **Literature Search**?
a. Public Libraries
b. Special Libraries
c. Academic Libraries
d. School Libraries

Answer: b. Special Libraries
Explanation: Special Libraries, which cater to professionals, researchers, and specialists, are more likely to provide **Long Range Reference Service** or **Literature Search**, as it involves in-depth, specialized searches for information.

Q687. In **Ready Reference Service**, the time taken to answer questions is usually:
a. Several hours
b. Several days
c. Short, ranging from a few minutes to half an hour
d. Weeks

Answer: c. Short, ranging from a few minutes to half an hour
Explanation: Ready Reference Service is designed to provide quick answers to fact-finding questions, and the time required to answer such queries is usually very short.

Q688. What distinguishes **Literature Search** from **Ready Reference Service**?
a. **Literature Search** is concerned with fact-finding questions, while **Ready Reference** is for in-depth research.
b. **Literature Search** is a more exhaustive search involving multiple sources, whereas **Ready Reference** answers simple fact-based questions quickly.
c. **Literature Search** is primarily done for academic questions, while **Ready Reference** is used for professional queries.
d. **Literature Search** requires less time than **Ready Reference**.

Answer: b. Literature Search is a more exhaustive search involving multiple sources, whereas Ready Reference answers simple fact-based questions quickly.
Explanation: Literature Search is more comprehensive and involves consulting various sources, while **Ready Reference** is quick and focused on fact-based queries.

Q689. Which of the following is **NOT** a feature of **Conference Papers: Index to Scientific and Technical Proceedings**?
a. Indexes conference proceedings at the individual paper level.
b. Includes an index of author's corporate affiliation.
c. Provides detailed information about the venue and organizing body.
d. Covers all types of research papers, including non-scientific.

Answer: d. Covers all types of research papers, including non-scientific.
Explanation: Conference Papers: Index to Scientific and Technical Proceedings focuses on indexing scientific and technical papers presented at conferences, not all types of research papers.

Q690. Conference Papers Index provides information about:
a. Conferences grouped by subject.
b. Only conferences held in the United States.
c. Only the titles of conference papers.
d. The content of the papers presented at conferences.

Answer: a. Conferences grouped by subject.
Explanation: Conference Papers Index organizes conferences by subject, providing details like conference titles, dates, locations, sponsors, and papers presented.

Q691. Which organization is responsible for **Dissertation Abstracts International**, which provides a guide to doctoral dissertations and master's theses?
a. ProQuest Information Learning
b. University Microfilms
c. National Technical Information Service (NTIS)
d. Institute for Scientific Information

Answer: b. University Microfilms
Explanation: Dissertation Abstracts International is produced by **University Microfilms**, which has since been integrated into **ProQuest Information Learning**.

Q692. NTIS (National Technical Information Service) primarily disseminates:
a. Books and journal articles
b. Scientific, technical, engineering, and business-related research reports
c. Research reports from European institutions only
d. All types of dissertations and theses

Answer: b. Scientific, technical, engineering, and business-related research reports
Explanation: NTIS is the U.S. government's central resource for scientific, technical, engineering, and business-related research reports.

Q693. What is the primary purpose of the **"Thesis of the Month"** column in **University News** published by the Association of Indian Universities?
a. To provide summaries of research articles from international journals
b. To disseminate information about doctoral theses awarded by Indian universities
c. To list recent patents granted in India
d. To offer detailed reviews of master's theses

Answer: b. To disseminate information about doctoral theses awarded by Indian universities
Explanation: "Thesis of the Month" in **University News** highlights doctoral theses awarded by Indian universities.

Q694. The **EPIDOS-INPADOC** databases are known for covering:
a. Bibliographies of patents applied and granted in 65 countries.
b. Only U.S. patents.
c. Only Indian patents filed since 2000.
d. Journal articles related to patent research.

Answer: a. Bibliographies of patents applied and granted in 65 countries.
Explanation: EPIDOS-INPADOC is the largest patent database covering patents from 65 countries and international patenting organizations.

Q695. Which database contains over 33 million references and adds about 3 million new references every year, making it one of the largest patent databases?
a. NISCAIR (INPAT)
b. EPIDOS-INPADOC
c. Dissertation Abstracts Online
d. Chemical Engineering Patent Database

Answer: b. EPIDOS-INPADOC
Explanation: EPIDOS-INPADOC is the largest global patent database, containing over 33 million references and continuously adding new records.

Q696. The **INPAT** database, produced by **NISCAIR**, contains records of Indian patents granted between:
a. 1950 to 1975
b. 1965 to 1990
c. 1975 to 2002
d. 2000 to present

Answer: c. 1975 to 2002
Explanation: The **INPAT** database covers Indian patents granted and published between **1975 and 2002**.

Q697. Which of the following is **NOT** a citation index that covers world literature in different disciplines?
a. Science Citation Index
b. Social Science Citation Index
c. Humanities Citation Index
d. Medical Citation Index

Answer: d. Medical Citation Index
Explanation: The main citation indexes covering world literature are **Science Citation Index**, **Social Science Citation Index**, and **Humanities Citation Index**. The **Medical Citation Index** is not listed among the three major citation indexes mentioned.

Q698. Bureau of Indian Standards (BIS) brings out the **BIS Catalogue**:
a. Annually
b. Monthly
c. Bi-annually
d. Quarterly

Answer: a. Annually
Explanation: The **Bureau of Indian Standards (BIS)** publishes the **BIS Catalogue** annually, which lists all the standards they issue.

Q699. Which of the following **search methods** allows the user to combine terms using the logical operators **AND**, **OR**, and **NOT**?
a. Keyword and Phrase Search
b. Boolean Search
c. Proximity Search
d. Limiting Search

Answer: b. Boolean Search
Explanation: Boolean Search allows the user to combine terms using **AND**, **OR**, and **NOT** to refine search results.

Q700. In a **Boolean AND search**, what will be retrieved?
a. Items containing any of the search terms.
b. Items containing all of the search terms.
c. Items containing neither of the search terms.
d. Items containing one or none of the search terms.

Answer: b. Items containing all of the search terms.
Explanation: In a **Boolean AND search**, the system retrieves records that contain **all** the specified search terms.

Q701. Truncation is a search technique that allows a search to include:
a. Only the exact word specified.
b. All variations of a word with the same root.
c. Words with different roots.
d. Only words with the exact same spelling.

Answer: b. All variations of a word with the same root.
Explanation: Truncation allows searching for all variations of a word that share the same root (e.g., "educat*" for "educate," "education," "educational," etc.).

Q702. Proximity Search allows users to specify which of the following?
a. Whether two search terms should be at the beginning of the document.
b. Whether two search terms should occur

adjacent to each other or within a specified distance.
c. Whether the terms should appear only in the title.
d. Whether the terms should appear in the conclusion of the document.

Answer: b. Whether two search terms should occur adjacent to each other or within a specified distance.
Explanation: Proximity Search enables specifying whether two search terms should be adjacent or whether certain words can appear between them.

Q703. A **Field-Specific Search** can be conducted:
a. Only on the title field.
b. Only on the abstract field.
c. On one or more chosen fields to narrow results.
d. Only for articles published in the last 5 years.

Answer: c. On one or more chosen fields to narrow results.
Explanation: A **Field-Specific Search** allows the user to narrow results by searching specific fields, such as title, author, or subject, to get more precise results.

Q704. What does **Limiting Search** allow the user to do?
a. Search for records with a specific number of pages.
b. Restrict the search results based on specific criteria such as language or year of publication.
c. Search only in a specific database.
d. Exclude records based on keywords.

Answer: b. Restrict the search results based on specific criteria such as language or year of publication.
Explanation: Limiting Search allows narrowing results by criteria like **language**, **year of publication**, **type of source**, etc.

Q705. A **Range Search** is particularly useful for:
a. Searching for articles with specific keywords.
b. Selecting records within a certain range of values, especially numerical data like publication year.
c. Searching for records by author.
d. Searching for articles within a specific subject area.

Answer: b. Selecting records within a certain range of values, especially numerical data like publication year.
Explanation: Range Search allows filtering results based on a **range** of values, such as **publication years**, making it useful for numerical information.

Q706. Which of the following **non-documentary sources** is specifically consulted for legal expertise related to patents?
a. Consultants and Consultancy Organisations
b. Patents Attorneys
c. Trade Representatives
d. Information Analysis Centres

Answer: b. Patents Attorneys
Explanation: Patents Attorneys are consulted for legal expertise regarding patents, including registration, protection, and enforcement.

Q707. Which of the following falls under **documentary sources** for Technical Enquiry Service?
a. Consultants and Consultancy Organisations
b. Patents Attorneys
c. Patents
d. Trade Representatives

Answer: c. Patents
Explanation: Patents are considered **documentary sources** as they provide written legal information on inventions and innovations.

Q708. Which type of **documentary source** would provide periodic updates on business activities and technological developments?
a. S&T Research Periodicals
b. Trade and Business Catalogues
c. Patents
d. Advertisements

Answer: a. S&T Research Periodicals
Explanation: S&T Research Periodicals (Science and Technology Research Periodicals) provide regular updates on developments in the scientific and technological fields.

Q709. Which of the following **non-documentary sources** helps with providing specialized advice or knowledge from experts?
a. Trade and Business Periodicals
b. Information Analysis Centres
c. Consultants and Consultancy Organisations
d. Handbooks and Manuals

Answer: c. Consultants and Consultancy Organisations
Explanation: Consultants and Consultancy Organisations offer expert advice and knowledge, making them key **non-documentary sources** for technical inquiries.

Q710. Which of the following **documentary sources** would likely include information on industry standards and procedures?
a. Handbooks and Manuals
b. Trade and Business Periodicals
c. Statistical Sources
d. Patents

Answer: a. Handbooks and Manuals
Explanation: Handbooks and Manuals provide detailed, standardized information on industry procedures and best practices.

Q711. What type of **documentary source** would likely contain official records of corporate activities and business operations?
a. Trade and Business Catalogues
b. Patents
c. Advertisements
d. S&T Research Periodicals

Answer: a. Trade and Business Catalogues
Explanation: Trade and Business Catalogues offer detailed records and information about corporate products, services, and activities.

Q712. Statistical Sources are typically used for which of the following?
a. Providing data on industry standards
b. Analyzing business trends and company growth
c. Offering legal guidance on patents
d. Giving quantitative data such as population, economy, and trade

Answer: d. Giving quantitative data such as population, economy, and trade
Explanation: Statistical Sources are valuable for obtaining quantitative data on various fields, including population statistics, economic figures, and trade metrics.

Q713. What would likely be found in **Trade and Business Periodicals**?
a. Details on scientific patents and inventions
b. Directories and company addresses
c. Business and technological news and trends
d. Statistical analysis of industry performance

Answer: c. Business and technological news and trends
Explanation: Trade and Business Periodicals cover current business and technological trends, providing updates on market conditions, innovations, and industry developments.

Q714. Which of the following **non-documentary sources** would provide information on specific technologies, including the legal aspects of intellectual property?
a. Information Analysis Centres
b. Patents Attorneys
c. Consultants and Consultancy Organisations
d. Trade Representatives

Answer: b. Patents Attorneys
Explanation: Patents Attorneys specialize in the legal aspects of intellectual property, including patents, trademarks, and copyrights, and are thus a valuable **non-documentary source** for legal inquiries related to technology.

Q715. Which of the following is a **popular business information database** available in different formats and from multiple vendors like UMI, Silver Platter, and Dialog?
a. LEXIS-NEXIS
b. ABI/INFORM Global
c. FICCI
d. SAARC Chambers of Commerce and Industry

Answer: b. ABI/INFORM Global
Explanation: ABI/INFORM Global is one of the most popular business information databases, accessible through various vendors like UMI, Silver Platter, and Dialog.

Q716. LEXIS-NEXIS is known for being:
a. A statistical database for business
b. One of the world's largest news and business online information services
c. A directory of trade organizations
d. A global chamber of commerce

Answer: b. One of the world's largest news and business online information services
Explanation: LEXIS-NEXIS offers a collection of full-text databases and is widely recognized for providing comprehensive sources of business, financial news, and market information.

Q717. FICCI is:
a. A global news network
b. The Federation of Indian Chamber of Commerce and Industry
c. An online database of financial records
d. A business software provider

Answer: b. The Federation of Indian Chamber of Commerce and Industry
Explanation: FICCI (Federation of Indian Chamber of Commerce and Industry) is a prominent business organization that provides valuable industry and trade information, and it represents Indian businesses in various international forums.

Q718. Which organization provides a wide variety of **business information services** through its **web portals** launched under FICCI-BISNET?
a. SAARC Chambers of Commerce and Industry
b. International Chambers of Commerce
c. Federation of Indian Chamber of Commerce and Industry (FICCI)
d. Indian Ocean Rim Business Forum

Answer: c. Federation of Indian Chamber of Commerce and Industry (FICCI)
Explanation: FICCI-BISNET has launched multiple web portals that provide business information services across various industries.

Q719. The **Confederation of Asian Chambers of Commerce and Industry (CASSI)** is affiliated with which Indian organization?
a. LEXIS-NEXIS
b. FICCI
c. Indian Ocean Rim Business Forum
d. G-15 Federation of Chambers of Commerce, Industry, and Services

Answer: b. FICCI
Explanation: FICCI is the nodal point for the **Indian chapters** of various international business organizations, including **CASSI** (Confederation of Asian Chambers of Commerce and Industry).

Q720. Which of the following is a **business information database** that provides comprehensive research on business, financial news, and market data?
a. ABI/INFORM Global
b. LEXIS-NEXIS
c. FICCI
d. Both a and b

Answer: d. Both a and b
Explanation: Both **ABI/INFORM Global** and **LEXIS-NEXIS** provide in-depth resources on business, financial news, and market research.

Q721. The **Indian Ocean Rim Business Forum (IORBF)** is associated with which business

organization?
a. FICCI
b. LEXIS-NEXIS
c. SAARC Chambers of Commerce and Industry
d. G-15 Federation of Chambers of Commerce, Industry, and Services

Answer: a. FICCI
Explanation: IORBF (Indian Ocean Rim Business Forum) is one of the international business forums affiliated with **FICCI**.

Q722. The Federation of Indian Chambers of Commerce and Industry (FICCI) was established in:
a. 1917
b. 1927
c. 1937
d. 1947

Answer: b. 1927
Explanation: FICCI was founded in **1927** and has since been a key player in representing Indian business interests both domestically and internationally.

Q723. PROWESS is a corporate database provided by which organization?
a. FICCI
b. CMIE (Centre for Monitoring Indian Economy)
c. NISCAIR
d. WIPO

Answer: b. CMIE (Centre for Monitoring Indian Economy)
Explanation: PROWESS is a corporate database provided by **CMIE** (Centre for Monitoring Indian Economy), offering financial and business information on Indian companies.

Q724. CIFTI, the Confederation of Indian Food Trade and Industry, was established by:
a. WIPO
b. NISCAIR
c. FICCI
d. CMIE

Answer: c. FICCI
Explanation: CIFTI was set up by **FICCI** in **1985** to serve the needs of the food industry and trade in India.

Q725. CRCnetBASE is an online searchable database from which company?
a. Chemical Rubber Company
b. FICCI
c. WIPO
d. CMIE

Answer: a. Chemical Rubber Company
Explanation: CRCnetBASE is an online searchable database provided by **Chemical Rubber Company** (CRC), offering resources for data and information on subjects like chemistry, physics, and engineering.

Q726. Indian patents are published in which part of the **Gazette of India**?
a. Part I, Section 3
b. Part II, Section 1
c. Part III, Section 2
d. Part IV, Section 5

Answer: c. Part III, Section 2
Explanation: Indian patents are published weekly in **Gazette of India, Part III, Section 2**.

Q727. INPAT is a **database** related to Indian patents. It is brought out by:
a. FICCI
b. NISCAIR (formerly INSDOC)
c. European Patent Office
d. CMIE

Answer: b. NISCAIR (formerly INSDOC)
Explanation: INPAT is a database on **Indian patents** brought out by **NISCAIR** (National Institute of Science Communication and Information Resources), formerly known as **INSDOC**.

Q728. The **International Patent Documentation Centre (INPADOC)** was established with the support of which organization?
a. European Patent Office
b. World Intellectual Property Organization (WIPO)
c. Indian Patent Office
d. United Nations

Answer: b. World Intellectual Property Organization (WIPO)
Explanation: INPADOC was established in **1972** with the support of **WIPO** (World Intellectual Property Organization) to centralize bibliographic patent information.

Q729. INPADOC-EPIDOS databases, the largest patent databases, are operated by which office?
a. NISCAIR
b. WIPO
c. European Patent Office
d. FICCI

Answer: c. European Patent Office
Explanation: INPADOC-EPIDOS databases are operated by the **European Patent Office** and are the largest patent databases, covering patent documents from around the world.

Q730. The **INPADOC** database is part of the European Patent Information and Documentation System called:
a. EPIDOS
b. PCT
c. CHEMnetBASE
d. IPnetBASE

Answer: a. EPIDOS
Explanation: INPADOC is part of the **EPIDOS** (European Patent Information and Documentation System), which is operated by the **European Patent Office**.

Q731. The **INPADOC Patent Register Service (PRS)** provides information about:
a. Patent expiration status
b. Patent classifications
c. Patent applications filed worldwide
d. Patent search tools

Answer: a. Patent expiration status
Explanation: The **PRS** helps determine whether a particular patent is still valid or has expired, aiding in the exploitation of inventions whose patents are no longer protected.

Q732. The **Intellectual Properties and Know-How Informatics (Patents) Division** is a part of which organization?
a. European Patent Office
b. WIPO
c. National Informatics Centre (NIC)
d. TIFAC

Answer: c. National Informatics Centre (NIC)
Explanation: The **Intellectual Properties and Know-How Informatics (Patents) Division** of **NIC** provides both online and offline patents information services.

Q733. CASSIS-ASSIST is a search tool for which country's patents?
a. India
b. United States
c. European Union
d. Japan

Answer: b. United States
Explanation: CASSIS-ASSIST provides additional search and information tools specifically for searching **US patents**.

Q734. Which database covers **Indian patents** applications filed from January 1995 onwards as published in the **Gazette of India (Part III, Section II)**?
a. INPADOC
b. EKASWA-A
c. CASSIS-CLASS
d. PRS

Answer: b. EKASWA-A
Explanation: EKASWA-A covers **Indian patent**

applications filed and published in the **Gazette of India (Part III, Section II)** from January 1995 onwards.

Q735. EKASWA-B from the **Patent Facilitating Centre (PFC)** covers patents:
a. Filed in India before 1995
b. Published in international patent journals
c. Notified for opposition as published in the Gazette of India
d. Registered in the European Patent Office

Answer: c. Notified for opposition as published in the Gazette of India
Explanation: EKASWA-B covers **Indian patent applications** notified for opposition and published in the **Gazette of India (Part III, Section II)** from January 1995 onwards.

Q736. The **Technology Information, Forecasting and Assessment Council (TIFAC)** operates which database related to patents?
a. CASSIS-ASSIST
b. EKASWA-A and EKASWA-B
c. INPADOC
d. PRS

Answer: b. EKASWA-A and EKASWA-B
Explanation: TIFAC, through the **Patent Facilitating Centre (PFC)**, operates the **EKASWA-A and EKASWA-B** databases, which cover **Indian patents** applications and their opposition notifications.

Different patent information services:

Service Name	Description
INPADOC Patent Register Service (PRS)	A legal status database that provides information on whether a patent is still valid or has expired. It helps users identify patents that are no longer protected.
Intellectual Properties and Know-How Informatics	Provides online and offline patent information services in India.
(Patents) Division	
CASSIS-ASSIST	A search and information tool for searching US patents.
CASSIS-CLASS	A database dealing with the US Patents classification scheme.
EKASWA-A	Covers Indian patent applications published in the Gazette of India (Part III, Section II) from January 1995 onwards.
EKASWA-B	Covers Indian patent applications notified for opposition, as published in the Gazette of India (Part III, Section II) from January 1995 onwards.

Q737. Which organization is a worldwide federation of national standards bodies from 148 countries, established in 1947?
a. International Standards Organization (ISO)
b. Bureau of Indian Standards (BIS)
c. World Standards Service Network (WSSN)
d. Indian Standards Institution (ISI)

Answer: a. International Standards Organization (ISO)
Explanation: The **ISO** is a worldwide federation of national standards bodies from 148 countries, established in 1947.

Q738. What is the **World Standards Service Network (WSSN)**?
a. A network for patent information
b. A network of national standards bodies for accessing standards information
c. A forum for trade associations to discuss standards
d. A service for electronic cataloguing of standards

Answer: b. A network of national standards bodies for accessing standards information
Explanation: The **WSSN** is a network of publicly accessible web servers from standards organisations around the world, providing links to

international, regional, and national standardisation bodies.

Q739. Which body is the **National Standards Body of India**?
a. Indian Standards Institution (ISI)
b. Bureau of Indian Standards (BIS)
c. International Standards Organization (ISO)
d. World Standards Service Network (WSSN)

Answer: b. Bureau of Indian Standards (BIS)
Explanation: The **Bureau of Indian Standards (BIS)**, formerly known as the **Indian Standards Institution (ISI)**, is the national standards body of India, established under the BIS Act, 1986.

Q740. What is the **BIS e-Catalogue** used for?
a. To search for global patents
b. To search for Indian standards online
c. To track industry regulations
d. To locate technical publications in India

Answer: b. To search for Indian standards online
Explanation: The **BIS e-Catalogue** allows users to search for **Indian standards** online through the **Bureau of Indian Standards (BIS)** website.

Q741. What is included in the **BIS Catalogue 2004**?
a. Information on all BIS publications up to 2003
b. A list of all international standards
c. A directory of all national standardisation bodies
d. A guide to technical regulations worldwide

Answer: a. Information on all BIS publications up to 2003
Explanation: The **BIS Catalogue 2004** contains information on all **BIS publications** issued up to **31 Dec. 2003**, with a subject index for locating Indian standards on various topics.

Q742. What is the role of **patents attorneys**?
a. To provide financial support for inventors
b. To handle legal aspects of patents, including drafting and filing applications
c. To market products related to patents
d. To provide technical training on patents

Answer: b. To handle legal aspects of patents, including drafting and filing applications
Explanation: Patents attorneys are legal experts who deal with all legal aspects of patents, including drafting patent applications, filing them, and handling other legal matters related to patents.

Q743. Where can one find the names and addresses of **Indian patent agents**?
a. In the **Indian Patent Gazette**
b. In the **Register of Patent Agents** maintained by CGPDTM
c. In the **Bureau of Indian Standards Catalogue**
d. Both **a** and **b**

Answer: d. Both a and b
Explanation: The names and addresses of **Indian patent agents** are published in the official gazette and newsletters of the **Controller General of Patents, Designs and Trademarks (CGPDTM)** and are also maintained in the **Register of Patent Agents**.

Q744. What do **trade representatives** typically do?
a. Provide technical consultancy on patents
b. Promote the sale of products for business concerns
c. Handle legal matters for inventors
d. Manage patent databases

Answer: b. Promote the sale of products for business concerns
Explanation: Trade representatives are employed by business concerns to promote the sale of their products.

Q745. Which of the following is a **document delivery service**?
a. **ISI Document Solution** from Institute of Scientific Information
b. **DIALORDER service** from DIALOG

c. **Document Detective Service** from Chemical Abstracts Service (CAS)
d. All of the above

Answer: d. All of the above
Explanation: ISI Document Solution, **DIALORDER service**, and **Document Detective Service** from CAS are examples of document delivery services that help in providing access to documents and publications.

Q746. Which organization offers document delivery services through **NISCAIR** (formerly INSDOC)?
a. **British Library Document Supply Centre**
b. **National Library of Medicine (NLM)**
c. **National Institute for Scientific Communication and Information Resources (NISCAIR)**
d. **Canadian Institute for Scientific and Technical Information (CISTI)**

Answer: c. National Institute for Scientific Communication and Information Resources (NISCAIR)
Explanation: NISCAIR (formerly **INSDOC**) is an Indian national document delivery centre offering document delivery services.

Q747. What does **Electronic Document Delivery Systems (EDDS)** primarily use for document receipt and supply?
a. Physical mail
b. Optical disks
c. Electronic technology
d. Printed copies

Answer: c. Electronic technology
Explanation: EDDS uses **electronic technology** for the receipt of requests and the supply of documents.

Q748. Which of the following is an example of an **Electronic Document Delivery System (EDDS)**?
a. **Inside** and **Secure Electronic Delivery** from **BLDSC**
b. **ADONIS**
c. **DIALORDER** from DIALOG
d. All of the above

Answer: d. All of the above
Explanation: Inside and **Secure Electronic Delivery** of **BLDSC**, **ADONIS**, and **DIALORDER** are all examples of **EDDS** systems.

Q749. What is **ADONIS**?
a. A system for physical delivery of journal articles
b. A full-text, CD-ROM storage and retrieval system
c. A patent documentation service
d. A journal subscription service

Answer: b. A full-text, CD-ROM storage and retrieval system
Explanation: ADONIS is a **full-text, CD-ROM storage and retrieval system**, developed to store and retrieve journal articles on demand.

Q750. Who developed the **ADONIS** system?
a. A single publisher
b. A consortium of biomedical publishers
c. The World Health Organization
d. A government agency

Answer: b. A consortium of biomedical publishers
Explanation: ADONIS was developed by a **consortium of biomedical publishers** concerned about the widespread photocopying of their material.

Q751. When was **ADONIS** commercially launched?
a. 1980
b. 1985
c. 1991
d. 2000

Answer: c. 1991
Explanation: ADONIS was commercially launched in **1991**, after 10 years of development.

Q752. When was the **Inter-Library Loan Service of OCLC (OCLC ILL)** started?
a. 1969
b. 1979
c. 1985
d. 1991

Answer: b. 1979
Explanation: The **OCLC ILL** subsystem started in **January 1979** as a way to facilitate inter-library loan services.

Q753. What is the **OCLC ILLiad**?
a. A traditional library catalog
b. A web-based resource sharing management software
c. A physical document delivery system
d. A library journal subscription service

Answer: b. A web-based resource sharing management software
Explanation: OCLC ILLiad is a **web-based resource sharing management software** that automates routine inter-library loan functions, managing borrowing, lending, and document delivery.

Q754. What is **WorldCat** in the context of **OCLC**?
a. A global research database
b. A digital library service
c. An online union catalog
d. A patent document service

Answer: c. An online union catalog
Explanation: WorldCat is the **online union catalog** of **OCLC**, where library collections are indexed for cooperative cataloging.

Q755. What does the **DOCLINE** system primarily facilitate?
a. Journal indexing
b. Inter-library loan (ILL) requests and orders
c. Digital content sharing
d. Library cataloging

Answer: b. Inter-library loan (ILL) requests and orders
Explanation: DOCLINE is the **National Library of Medicine's (NLM)** automated **inter-library loan (ILL)** system for request and order referrals, aimed at improving document delivery services.

Q756. What is the purpose of **SERHOLD** in the **DOCLINE** system?
a. To manage library staff
b. To provide journal holdings information
c. To track document delivery status
d. To manage user subscriptions

Answer: b. To provide journal holdings information
Explanation: SERHOLD is a part of **DOCLINE** and contains over 1.4 million journal holdings of about 3,200 libraries.

Q757. How many libraries are involved in **SERHOLD** for journal holdings information?
a. 100 libraries
b. 1,000 libraries
c. 3,200 libraries
d. 10,000 libraries

Answer: c. 3,200 libraries
Explanation: SERHOLD contains journal holdings information from about **3,200 libraries**.

Q758. Which of the following is NOT a function of the **DOCLINE** system?
a. DOCUSER
b. SERHOLD
c. REQUESTS
d. OPAC

Answer: d. OPAC
Explanation: DOCLINE has the functions **DOCUSER**, **SERHOLD**, and **REQUESTS**, but **OPAC** (Online Public Access Catalog) is not part of it.

Electronic document delivery and ILL management systems and **electronic resources**

Service/Resource	Details
Relias	An electronic document delivery and Interlibrary Loan (ILL) management system used by the **National Library of Medicine** and **National Institute of Health**. Developed by **Relias International Inc.**, it automates and streamlines traditional ILL and document delivery services.
ScienceDirect	A major online platform launched in 1997 by **Elsevier**, offering scientific, technical, and medical (STM) literature. It has evolved into one of the world's largest repositories of STM journals and articles.
J-Gate	An electronic gateway to global e-journal literature, launched in 2001 by **Informatics India Ltd.** It provides access to a wide range of electronic journals across various disciplines.
Ariel	An Internet document transmission system developed by **Infotrieve, Inc.** It was originally part of the **Research Library Group's SHARES program**, offering document delivery services between libraries and other institutions.
EBSCO Information Services	A division of **EBSCO Industries Inc.**, providing access to a wide range of databases, e-journals, and electronic resources in various fields such as business, health, and technology.
ProQuest Information and Learning	A subscription-based service from **ProQuest Company**, providing access to scholarly articles, e-journals, and various types of educational resources across disciplines like social sciences, humanities, and more.

Q759. Which of the following systems is used by the **National Library of Medicine** and **National Institute of Health** for electronic document delivery and inter-library loan management?
a. ScienceDirect
b. Relias
c. J-Gate
d. ProQuest

Answer: b. Relias
Explanation: Relias is used by the **National Library of Medicine** and **National Institute of Health** for **electronic document delivery and ILL management**.

Q760. What is the primary service provided by **ScienceDirect**?
a. Inter-library loan management
b. Online database of medical patents
c. Scientific, technical, and medical (STM) literature
d. General online document delivery

Answer: c. Scientific, technical, and medical (STM) literature
Explanation: ScienceDirect is one of the world's largest providers of **scientific, technical, and medical (STM) literature** online.

Q761. Which company developed **J-Gate**, an electronic gateway to global e-journal literature?
a. ProQuest
b. EBSCO Information Services
c. Informatics India Ltd.
d. Elsevier

Answer: c. Informatics India Ltd.
Explanation: J-Gate is an **electronic gateway** to global e-journal literature developed by **Informatics India Ltd.** in 2001.

Q762. What is the function of **Ariel** in document delivery?
a. A digital library management system
b. An Internet document transmission system
c. A journal indexing service
d. A patent search engine

Answer: b. An Internet document transmission system
Explanation: Ariel is an **Internet document transmission system** developed by **Infotrieve, Inc.** for document delivery.

Q763. Which company provides the **Ariel** Internet document transmission system?
a. ProQuest
b. Infotrieve, Inc.
c. EBSCO Industries
d. Elsevier

Answer: b. Infotrieve, Inc.
Explanation: Ariel is owned and supported by **Infotrieve, Inc.**, and is used for internet document transmission.

Q764. What is **ProQuest Information and Learning**?
a. A software for document delivery
b. A subscription-based service for accessing scientific literature
c. A digital library management software
d. A patent documentation service

Answer: b. A subscription-based service for accessing scientific literature
Explanation: ProQuest Information and Learning is a **subscription-based service** that provides access to a wide range of **scientific literature** and resources.

Q765. When was the **IFLA voucher scheme** launched?
a. 1990
b. 1995
c. 2000
d. 2005

Answer: b. 1995
Explanation: The **IFLA voucher scheme** was launched in **1995** and has continued to expand ever since.

Q766. Where was the **IFLA Office for UAP and International Lending** originally set up?
a. The Hague
b. Boston Spa, British Library
c. Paris, France
d. New York, USA

Answer: b. Boston Spa, British Library
Explanation: The **IFLA Office for UAP and International Lending** was initially set up at the **British Library, Boston Spa** in **1974** and closed in **2003**.

Q767. Which organization represents the international library community in copyright concerns?
a. International Publishers Association (IPA)
b. ISO
c. IFLA Committee on Copyright and other Legal Matters (CLM)
d. COUNTER

Answer: c. IFLA Committee on Copyright and other Legal Matters (CLM)
Explanation: The **IFLA Committee on Copyright and other Legal Matters (CLM)** represents the voice of the international library community in **copyright concerns**.

Q768. Which ISO standards relate to **Inter-library Loan**?
a. ISO 10160 and 10161
b. ISO 9001 and 9002

c. ISO 14001 and 14002
d. ISO 27001 and 27002

Answer: a. ISO 10160 and 10161
Explanation: The **ISO 10160 and 10161** are **ISO standards for Inter-library Loan**.

Q769. What is the main objective of **COUNTER**?
a. To facilitate the exchange of physical documents between libraries
b. To develop global standards for measuring online usage
c. To promote international library consortia
d. To set up standards for inter-library loan services

Answer: b. To develop global standards for measuring online usage
Explanation: COUNTER is an initiative designed to **develop global standards** for measuring **online usage** of electronic resources.

Q770. When was the **COUNTER Code of Practice** released?
a. 2000
b. 2002
c. 2005
d. 2010

Answer: b. 2002
Explanation: The **COUNTER Code of Practice** was released in **December 2002**, providing guidance on **usage statistics** for online resources.

Q771. What is the **International Coalition of Library Consortia (ICOLC)**?
a. A formal organization for copyright advocacy
b. A global library consortia comprising 60 libraries
c. A platform for library software development
d. An international publishers association

Answer: b. A global library consortium comprising 60 libraries
Explanation: ICOLC is an informal organization of about **60 library consortia** from countries like the **USA, Canada, UK, and The Netherlands**.

Q772. Which organization is engaged in the translation of textbooks in various Indian languages?
a. National Council of Educational Research and Training (NCERT)
b. Central Hindi Directorate
c. Sahitya Academy
d. Indian Council of Cultural Relations

Answer: a. National Council of Educational Research and Training (NCERT)
Explanation: NCERT is actively involved in the translation of textbooks into various **Indian languages**.

Q773. Which council carries out translation work from English into state languages or vice versa?
a. National Book Trust (NBT)
b. State Council of Educational Research and Training
c. School of Foreign Languages
d. Institute of Asian Studies

Answer: b. State Council of Educational Research and Training
Explanation: The **State Council of Educational Research and Training** handles the translation of educational materials from **English into state languages** or vice versa.

Q774. Which organization has instituted a prize for the **Best Translator**?
a. National Council of Educational Research and Training (NCERT)
b. Sahitya Academy
c. Central Hindi Directorate
d. Indian Council of Cultural Relations

Answer: b. Sahitya Academy
Explanation: The **Sahitya Academy** has instituted a **prize for the Best Translator** in recognition of outstanding translation work.

Q775. What languages are taught at the **School of Foreign Languages (SFL), Delhi**?
a. Chinese, Japanese, Russian, French, German
b. French, Spanish, Italian, Chinese, Japanese
c. English, French, German, Hindi, Spanish
d. Russian, Japanese, German, Spanish, Hindi

Answer: a. Chinese, Japanese, Russian, French, German
Explanation: The **School of Foreign Languages (SFL)** in **Delhi** offers courses in **Chinese, French, German, Japanese, and Russian** languages, primarily for **defence personnel and sponsored candidates**.

Q776. Which institution is responsible for conducting language courses and translation activities in India?
a. The Institute of Asian Studies, Madras
b. National Book Trust (NBT)
c. Central Hindi Directorate
d. Central Institute of English and Foreign Languages, Hyderabad

Answer: d. Central Institute of English and Foreign Languages, Hyderabad
Explanation: The **Central Institute of English and Foreign Languages** in **Hyderabad** conducts **language courses** and also participates in **translation activities**.

Q777. What is the main objective of the **Indian Council of Cultural Relations (ICCR)** in terms of translation?
a. To promote literary translations of foreign languages
b. To project **Indian cultural heritage** to the world through translations
c. To teach foreign languages in Indian universities
d. To translate international scientific research into Indian languages

Answer: b. To project Indian cultural heritage to the world through translations
Explanation: The **Indian Council of Cultural Relations (ICCR)** focuses on **literary translations** to promote **Indian cultural heritage** globally.

World Translation Index (WTI)

Field	Details
Title	World Translation Index (WTI)
Coverage Period	1987 to Dec. 1997
Subject Focus	Translations from all languages to Western European languages in all fields of science and technology
Collecting Agencies	- International Translation Centre (ITC), Delft, The Netherlands - Centre National de la Recherche Scientifique (CNRS), France - National Translation Centre, Chicago
Content	Bibliographical references to both original and translated documents
Translation Types	- Published and unpublished translations - Serial and non-serial publications
Translation Source	80% to 85% of the translations are journal articles
Publication Frequency	10 issues per year
Document Delivery Locations	- National Research Council of Canada, Document Delivery Section, Canada - BLDSC, Boston Spa, U.K. - Delft Technical University, Delft, The Netherlands
ITC History	- Established in 1961 as European Translation Centre (ETC), renamed to ITC in 1975 - Initiated to prevent duplication of translation work and facilitate exchange of information through translations

Previous Publications	- World Index of Scientific Translations (1967-1977) - List of Translations notified to ETC (1967-1977) - World Transindex (1977-1986)
Closure	WTI publication stopped in Dec. 1997 due to the closure of ITC

Q778. What is the main purpose of **Index Translationum** published by UNESCO?
a. To provide bibliographical details of books written in all languages
b. To catalog books translated into English in all fields of knowledge
c. To promote literature in UNESCO member states
d. To create a database for all books published in UNESCO member states

Answer: b. To catalog books translated into English in all fields of knowledge
Explanation: Index Translationum provides bibliographical details of **books translated into English** across various fields of knowledge.

Q779. Since when has UNESCO been maintaining a **machine-readable database** containing bibliographical information on books translated and published worldwide?
a. 1980
b. 1979
c. 1985
d. 1990

Answer: b. 1979
Explanation: UNESCO has maintained a **machine-readable database** since **1979**, containing bibliographical information on translated books.

Q780. How often is the **Index Translationum** database updated?
a. Every month
b. Every year
c. Every quarter
d. Every six months

Answer: c. Every quarter
Explanation: The **Index Translationum** database is planned to be updated every **quarter**.

Q781. Which organization established the **International Translation Centre (ITC)** in 1961?
a. UNESCO
b. Organisation for Economic Cooperation and Development (OECD)
c. European Union
d. United Nations

Answer: b. Organisation for Economic Cooperation and Development (OECD)
Explanation: The **ITC** was established as a result of cooperation among **Western European countries**, stimulated by the **OECD**.

Q782. What was the original name of the **International Translation Centre (ITC)**?
a. World Translation Centre
b. European Translation Centre (ETC)
c. Global Translation Centre
d. International Translation Service

Answer: b. European Translation Centre (ETC)
Explanation: The **ITC** was originally called the **European Translation Centre (ETC)** before it assumed its present name in **1975**.

Q783. What was the **World Translation Index (WTI)** used for?
a. To list scientific translations only
b. To centralize translation announcements and avoid duplication of translation work
c. To promote language learning programs
d. To catalog all translations of books and articles worldwide

Answer: b. To centralize translation announcements and avoid duplication of translation work
Explanation: The **WTI** was used to **centralize**

translation announcements and prevent **duplication of translation work**.

Q784. When did the **International Translation Centre (ITC)** close its operations?
a. 1995
b. 1997
c. 2000
d. 2005

Answer: b. 1997
Explanation: The **International Translation Centre (ITC)** closed in **December 1997** due to a decline in funding and a reduction in translation services.

Q785. What type of information does **Index Translationum** provide?
a. Bibliographical details of all books published in the world
b. Bibliographical details of books translated into English
c. Details about all published research papers
d. Details of multilingual research conferences

Answer: b. Bibliographical details of books translated into English
Explanation: Index Translationum provides bibliographical details of **books translated into English** across various fields of knowledge.

Q786. Which organization publishes **Index Translationum**?
a. UNESCO
b. The United Nations
c. World Trade Organization
d. World Health Organization

Answer: a. UNESCO
Explanation: Index Translationum is published by **UNESCO** and provides bibliographical data on translated books worldwide.

Q787. In which year was the first public demonstration of a **Machine Translation (MT) system** held?
a. 1954
b. 1960
c. 1970
d. 1980

Answer: a. 1954
Explanation: The **first public demonstration of a Machine Translation (MT) system** was held in **1954** at the head office of IBM in New York.

Q788. The **early Machine Translation systems** were primarily based on:
a. Complex algorithms
b. Direct translations via bilingual dictionaries
c. Statistical analysis
d. Artificial Intelligence models

Answer: b. Direct translations via bilingual dictionaries
Explanation: Early **Machine Translation systems** were based on **direct translations via bilingual dictionaries** with minimal syntactical analysis.

Q789. By the 1980s, advances in computational linguistics led to the adoption of which translation approach?
a. Direct translation approach
b. Statistical translation approach
c. Indirect translation approach
d. Neural network translation approach

Answer: c. Indirect translation approach
Explanation: By the 1980s, advances in computational linguistics allowed for **more sophisticated, indirect translation approaches**, such as **Interlingua** and **Transfer** models.

Q790. Which of the following is a key feature of the **Transfer approach** in Machine Translation (MT)?
a. Text is translated without any analysis of structure
b. Use of a single bilingual dictionary for all languages
c. Involves analysis, transfer, and generation

stages
d. Focus on purely statistical methods

Answer: c. Involves analysis, transfer, and generation stages
Explanation: The **Transfer approach** involves three basic stages: **analysis**, **transfer**, and **generation** into the target language.

Q791. Which of the following systems uses the **Transfer approach** in Machine Translation?
a. METAL
b. Google Translate
c. DeepL
d. BabelFish

Answer: a. METAL
Explanation: METAL, a commercial MT system from Siemens, uses the **Transfer approach** in its translation process.

Q792. The **Eurotra** project, which used the **Transfer approach**, was funded by:
a. European Commission
b. The United Nations
c. National Science Foundation
d. World Intellectual Property Organization

Answer: a. European Commission
Explanation: The **Eurotra** project, which used the **Transfer approach**, was **funded by the European Commission**.

Q793. Which of the following is a widely known **MT system** for **mainframe computers**?
a. Google Translate
b. SYSTRAN
c. DeepL
d. Pivotal

Answer: b. SYSTRAN
Explanation: SYSTRAN is one of the most widely known **MT systems** for **mainframe computers**, originally designed for translating Russian to English, now available for 35 language pairs.

Q794. Which **MT system** was originally designed for translation from **German to English** and is now available for several languages?
a. SYSTRAN
b. METAL
c. LOGOS
d. Fujitsu ATLAS

Answer: c. LOGOS
Explanation: LOGOS was originally marketed for **German to English** translation, and is now also available for other languages including **English to French, German, Italian, and Spanish**.

Q795. Which **MT system** was designed for translation between **English and Japanese**?
a. SYSTRAN
b. Fujitsu ATLAS
c. METAL
d. LOGOS

Answer: b. Fujitsu ATLAS
Explanation: Fujitsu ATLAS is specifically designed for translation between **English and Japanese**.

Q796. What is the **first successful MT system** for **personal computers** that appeared in the early 1980s?
a. METAL
b. Wielder MicroCat
c. SYSTRAN Personal
d. LogoVista

Answer: b. Wielder MicroCat
Explanation: The **Wielder MicroCat** system was the **first successful MT system** for **personal computers** developed in the early 1980s.

Q797. Which of the following **MT systems** was developed by **NEC** in Japan?
a. ASTRANSAC
b. SYSTRAN
c. METAL
d. Globalink

Answer: a. ASTRANSAC
Explanation: ASTRANSAC was developed by **NEC**, one of the major **Japanese companies** that produced systems for translation to and from English in the 1980s.

Q798. What is a **key advantage** of **SYSTRAN MT systems** over other **PC-based systems**?
a. Simpler interfaces
b. Smaller dictionary databases
c. Large dictionary databases and a wide range of languages
d. Focus on specific languages

Answer: c. Large dictionary databases and a wide range of languages
Explanation: SYSTRAN MT systems have **large dictionary databases** and support a **wide range of languages**, which gives them an advantage over other **PC-based systems**.

Q799. What kind of translations do **many MT vendors** like **Systran, Logos, and Globalink** provide for **Internet-based services**?
a. Only human-edited translations
b. Only machine-generated translations
c. Network-based translations, with or without human editing
d. Only word-by-word translations

Answer: c. Network-based translations, with or without human editing
Explanation: Many **MT vendors**, such as **Systran, Logos, and Globalink**, provide **network-based translation services** for the **Internet**, offering translations with or without human editing.

Q800. What **translation service** did **CompuServe** introduce in 1994?
a. Real-time translation of web pages
b. Automatic translation for emails and forums in multiple languages
c. A subscription-based service for longer documents
d. Translating only English texts to other languages

Answer: b. Automatic translation for emails and forums in multiple languages
Explanation: In **1994**, **CompuServe** introduced an **automatic translation service** for messages on its forums, allowing translations to and from **English, French, German, and Spanish**.

UNIT 13

INFORMATION SERVICES – PART-2

Q801. What is the purpose of **Consolidation services**?
a. To provide a dictionary for specific topics
b. To offer a consolidated, descriptive, and critical account of a topic
c. To review books and articles
d. To translate documents from one language to another

Answer: b. To offer a consolidated, descriptive, and critical account of a topic
Explanation: Consolidation services provide a complete review or state-of-the-art report on a topic, offering a total view of the trends in the literature on that subject.

Q802. Which of the following is **NOT** one of the four types of **information needs** identified in surveys of **Information Gathering Habit**?
a. Current Information Needs
b. Exhaustive Information Needs
c. Everyday Information Needs
d. Instantaneous Information Needs

Answer: d. Instantaneous Information Needs
Explanation: The four types of **information needs** identified in surveys are **Current Information Needs**, **Exhaustive Information Needs**, **Everyday Information Needs**, and **Catching-up Information Needs**.

Q803. Which of the following services caters to **current information needs** of scholars by providing tables of contents of peer-reviewed journals?
a. Consolidation Services
b. Current Contents
c. Digest Services
d. Abstracting and Indexing Services

Answer: b. Current Contents
Explanation: Current Contents, published weekly by the **Institute for Scientific Information (ISI)**, provides tables of contents from internationally renowned peer-reviewed journals to meet the **current information needs** of scholars.

Q804. Current Contents is available in which of the following formats?
a. Print only
b. Print, floppy disk, CD-ROM, and web-based
c. Only electronic format
d. Only CD-ROM

Answer: b. Print, floppy disk, CD-ROM, and web-based
Explanation: Current Contents is available in **print** as well as in **electronic formats**, including **floppy disk, CD-ROM, and web-based** formats.

Q805. How many separate sections does **Current Contents** publish?
a. Five
b. Six
c. Seven
d. Eight

Answer: c. Seven
Explanation: Current Contents publishes in **seven separate sections**, covering various disciplines such as **Agriculture**, **Life Sciences**, **Social and Behavioral Sciences**, and more.

Q806. Which of the following describes **Exhaustive Information Needs**?
a. Information that is needed for a one-time event
b. Information required on a regular basis for daily use
c. Detailed and comprehensive information on a specific topic
d. Information needed to keep up with the latest trends

Answer: c. Detailed and comprehensive information on a specific topic
Explanation: Exhaustive Information Needs refer to the need for **detailed and comprehensive** information on a **specific topic**.

Q807. What do **Catching-up Information Needs** refer to?
a. The need for detailed, exhaustive information on a topic
b. The need to stay updated with current events
c. The need for a brief overview of the development of a particular field
d. The need for daily operational information

Answer: c. The need for a brief overview of the development of a particular field
Explanation: Catching-up Information Needs arise when users want a **complete but short picture** of the development of a particular field, often when they want to switch to a new area of research.

Q808. What is the purpose of **Citations** in academic writing?
a. To acknowledge a prior author's work or viewpoint
b. To give a list of all the books in the library
c. To provide a direct explanation of the research
d. To avoid plagiarism

Answer: a. To acknowledge a prior author's work or viewpoint
Explanation: Citations list references used by an author to support viewpoints, acknowledge earlier works, or indicate related research.

Q809. Who was a pioneer in the field of **citation indexing**?
a. Dr. Eugene Garfield
b. Dr. John Smith

c. Dr. Richard Brown
d. Dr. Thomas Edison

Answer: a. Dr. Eugene Garfield
Explanation: Dr. Eugene Garfield was the pioneer in the field of **citation indexing** and founded the **Institute for Scientific Information (ISI)**.

Q810. Which of the following citation indexes was first published in 1963?
a. Arts and Humanities Citation Index (A&HCI)
b. Science Citation Index (SCI)
c. Social Science Citation Index (SSCI)
d. Web of Science

Answer: b. Science Citation Index (SCI)
Explanation: The **Science Citation Index (SCI)** was first published in **1963**, covering 562 journals and 2 million citations.

Q811. In which year was the **Social Science Citation Index (SSCI)** launched?
a. 1963
b. 1973
c. 1978
d. 1988

Answer: b. 1973
Explanation: The **Social Science Citation Index (SSCI)** was launched in **1973**, covering major social science disciplines.

Q812. Which of the following was launched in 1997 as a web-based interface for accessing SCI, SSCI, and A&HCI databases?
a. ISI Web of Science
b. ISI Web of Knowledge
c. Science Citation Index
d. Social Science Citation Index

Answer: a. ISI Web of Science
Explanation: The **ISI Web of Science** was launched in **1997**, providing a **single web-based interface** to access SCI, SSCI, and A&HCI databases.

Q813. What did the **ISI Web of Knowledge**, launched in 2001, integrate?
a. Only journal literature
b. Journal literature, patents, proceedings, research monographs, chemical compounds, and genetic sequencing
c. Only journal articles and books
d. Only research monographs and patents

Answer: b. Journal literature, patents, proceedings, research monographs, chemical compounds, and genetic sequencing
Explanation: The **ISI Web of Knowledge**, launched in **2001**, integrated **various resources** like **journal literature**, **patents**, **proceedings**, **research monographs**, **chemical compounds**, and **genetic sequencing** into a single platform.

Q814. When did **ISI** first make its citation indexes available on **CD-ROM**?
a. 1963
b. Early 1980s
c. 1997
d. 2001

Answer: b. Early 1980s
Explanation: ISI made its citation indexes available in **CD-ROM** format in the **early 1980s**, following the publication of the print versions.

ISI Web of Knowledge

Field	Details
Catching-up Information Needs	Users require a concise summary of the development in a particular field, especially when transitioning to a new research area.
Citations	Citations are lists of references used by an author to support viewpoints, acknowledge earlier works, or indicate related works.
Citation Indexes	- **Science Citation Index (SCI)** (1963) - covered 562 journals and 2 million citations. - **Social Science Citation**

	Index (SSCI) (1973) - covered major social science disciplines. - **Arts and Humanities Citation Index (A&HCI)** (1978) - covered major disciplines in arts and humanities.
Pioneer in Citation Indexing	Dr. Eugene Garfield was the pioneer, founding the Institute for Scientific Information (ISI) in 1958.
Acquisitions of ISI	- 1988: JPT Holdings acquired ISI. - 1992: Thomson Business Information (a subsidiary of Thomson Corporation) acquired ISI.
ISI Web of Science	Launched in 1997, ISI Web of Science offered a web-based interface for accessing SCI, SSCI, and A&HCI databases with more journals and search capabilities than CD-ROMs or printed versions.
ISI Web of Knowledge	Launched in 2001, it integrated resources like journal literature, patents, research monographs, chemical compounds, and genetic sequencing into a single platform.

Q815. What does the **Journal Citation Reports (JCR)** provide ranked lists of?
a. Books published by top authors
b. Articles with the most citations
c. Journals ranked by total citations, impact factor, and other metrics
d. Universities based on research output

Answer: c. Journals ranked by total citations, impact factor, and other metrics
Explanation: The **Journal Citation Reports (JCR)** ranks journals based on metrics like **total citations**, **impact factor**, **immediacy index**, and **cited half-life** from the references of the current year issues of SCI and SSCI source journals.

Q816. The **Journal Citation Reports (JCR)** also provides ranked lists of **SCI** journals by which metric?
a. Journal titles
b. Journal category
c. Impact factor
d. Publisher names

Answer: c. Impact factor
Explanation: The **JCR** provides ranked lists of **SCI journals** by **impact factor**.

Q817. What does the **Journal Half-Life Package** in the **Journal Citation Reports** include?
a. Annual journal subscription prices
b. Cumulative chronological distribution of citations
c. Reviews of articles published in journals
d. List of most recent articles published

Answer: b. Cumulative chronological distribution of citations
Explanation: The **Journal Half-Life Package** in the **JCR** includes the **cumulative chronological distribution of citations**, listing journals ranked by half-life.

Q818. Since when has the **Journal Citation Reports (JCR)** been published annually?
a. 1963
b. 1975
c. 1985
d. 1997

Answer: b. 1975
Explanation: The **Journal Citation Reports (JCR)** has been published **annually since 1975**.

Q819. The **ISI Web of Science** was launched in which year?
a. 1963
b. 1973
c. 1985
d. 1997

Answer: d. 1997
Explanation: The **ISI Web of Science** was launched in **1997** as a web-based interface for accessing bibliographic and citation databases.

Q820. Which of the following is **NOT** one of the databases included in the **ISI Web of Science**?
a. SCI
b. SSCI
c. Index Chemicus
d. JSTOR

Answer: d. JSTOR
Explanation: The **ISI Web of Science** includes databases like **SCI**, **SSCI**, **Index Chemicus**, and **Current Chemical Reactions**, but **JSTOR** is a separate database.

Q821. What is the main focus of the **ISI Web of Science**?
a. Providing access to public domain research
b. Accessing exhaustive bibliographic and citation data
c. Offering free journals for academic institutions
d. Indexing general news articles

Answer: b. Accessing exhaustive bibliographic and citation data
Explanation: The **ISI Web of Science** focuses on providing access to **exhaustive bibliographic and citation databases** for research across various fields.

Q822. How many databases does the **ISI Web of Science** consist of?
a. 3
b. 4
c. 5
d. 6

Answer: c. 5
Explanation: The **ISI Web of Science** consists of five databases: **SCI**, **SSCI**, **A&HCI**, **Index Chemicus**, and **Current Chemical Reactions**.

Q823. What is the **ISI Web of Knowledge**?
a. A tool for managing library catalogs
b. A platform for accessing scholarly databases and citation indexes
c. A repository of free research articles
d. A social networking site for researchers

Answer: b. A platform for accessing scholarly databases and citation indexes
Explanation: The **ISI Web of Knowledge** is an integrated, Internet-based platform providing access to **scholarly databases and citation indexes**, allowing users to access various resources related to research and scholarly literature.

Q824. Which of the following is **NOT** part of the core contents of the **ISI Web of Knowledge**?
a. **ISI Web of Science**
b. **Current Contents Connect**
c. **ISI Proceedings**
d. **PsycINFO**

Answer: d. PsycINFO
Explanation: PsycINFO is part of the **hosted contents** of the **ISI Web of Knowledge**, not its core contents.

Q825. The **ISI Web of Knowledge** includes which of the following as part of its analytical contents?
a. **WebFeat Prism**
b. **Essential Science Indicators**
c. **CAB Abstracts**
d. **BIOSIS Preview**

Answer: b. Essential Science Indicators
Explanation: Essential Science Indicators is part of the **analytical contents** in the **ISI Web of Knowledge**, which helps in performance measurement and tracking trends in **S&T** and **social sciences**.

Q826. Which of the following tools is part of the **ISI Web of Knowledge** for accessing patent literature?

a. **ISI Web of Science**
b. **Derwent Innovation Index**
c. **BIOSIS Preview**
d. **Current Contents Connect**

Answer: b. Derwent Innovation Index
Explanation: The **Derwent Innovation Index** is used to access **patent literature** within the **ISI Web of Knowledge**.

Q827. The **ISI Web of Knowledge** provides access to which of the following databases?
a. **INSPEC**
b. **Google Scholar**
c. **JSTOR**
d. **PubMed**

Answer: a. INSPEC
Explanation: INSPEC is a database that provides access to **applied sciences literature** in fields like **physics**, **electronics**, **control engineering**, **computing**, and **information technology**, and is part of the **ISI Web of Knowledge**.

Q828. Which tool in the **ISI Web of Knowledge** enables searchers to extend their search to include freely available Internet resources and library's proprietary collections?
a. **WebFeat Prism**
b. **HighlyCited.com**
c. **Current Contents Connect**
d. **1Cate**

Answer: a. WebFeat Prism
Explanation: WebFeat Prism is a tool that enables searchers to extend their search to include **freely available Internet resources** and **library's proprietary collections**.

Q829. Which of the following provides information on the world's most highly cited researchers and their achievements in the **ISI Web of Knowledge**?
a. **Essential Science Indicators**
b. **HighlyCited.com**
c. **Journal Citation Reports**
d. **Current Contents Connect**

Answer: b. HighlyCited.com
Explanation: HighlyCited.com provides information on the world's most **highly cited researchers** and their achievements, and is part of the **analytical contents** in the **ISI Web of Knowledge**.

Q830. Which of the following databases in the **ISI Web of Knowledge** provides access to literature in biomedical and life sciences?
a. **CAB Abstracts**
b. **BIOSIS Preview**
c. **PsycINFO**
d. **ISI Proceedings**

Answer: b. BIOSIS Preview
Explanation: BIOSIS Preview provides access to literature in **biomedical and life sciences** and is part of the **hosted contents** in the **ISI Web of Knowledge**.

Q831. What is the primary purpose of an **index** in information sources?
a. To list the authors of all publications
b. To provide aids for locating specific information in a document
c. To summarize the document's content
d. To catalog books in a library

Answer: b. To provide aids for locating specific information in a document
Explanation: The primary purpose of an **index** is to help locate specific information by providing systematic access to **authors, topics**, or **keywords** in documents.

Q832. Which type of **index** associates an author's name with the page number or entry number in a document?
a. **Corporate Author Index**
b. **Personnel Index**
c. **Author Index**
d. **Report Number Index**

Answer: c. Author Index
Explanation: The **Author Index** is one of the most common indexes found in information sources, associating the **author's name** with the **page number** or **entry number**.

Q833. Which type of **index** is used for locating documents produced by corporate bodies such as institutions and organizations?
a. **Personnel Index**
b. **Corporate Author Index**
c. **Author Affiliation Index**
d. **Bibliographical Index**

Answer: b. Corporate Author Index
Explanation: The **Corporate Author Index** is used to locate documents such as **technical reports**, **standards**, and **patents** produced by **corporate bodies** like institutions and organizations.

Q834. Which type of **index** helps researchers identify others working in similar or related fields by linking authors to their institutional affiliations?
a. **Author Index**
b. **Author Affiliation Index**
c. **Corporate Author Index**
d. **Personnel Index**

Answer: b. Author Affiliation Index
Explanation: The **Author Affiliation Index** is designed to help researchers find others working in similar or related fields by linking them to their **institutional affiliations**.

Q835. What is the **Personnel Index** typically used for?
a. To provide citations for research projects
b. To list the names and contact information of researchers in directories
c. To link authors with their published articles
d. To organize books by authors' names

Answer: b. To list the names and contact information of researchers in directories
Explanation: The **Personnel Index** is used to list **names**, **designations**, and **addresses** of researchers, often in directories of research institutions or projects.

Q836. Which of the following is an example of a publication that may provide a **Personnel Index**?
a. **Science Citation Index**
b. **Commonwealth Universities Yearbook**
c. **Current Contents**
d. **Journal Citation Reports**

Answer: b. Commonwealth Universities Yearbook
Explanation: The **Commonwealth Universities Yearbook** is an example of a publication that provides a **Personnel Index**.

Q837. Which type of **index** is used to locate a specific report or document by its number, such as a **Bhabha Atomic Research Centre report**?
a. **Report Number Index**
b. **Abstract Number Index**
c. **Volume Number Index**
d. **Author Index**

Answer: a. Report Number Index
Explanation: The **Report Number Index** helps locate specific **reports** or **documents** by their **unique report numbers**.

Q838. Which of the following indexes is typically included in the **Science Citation Index** and **Social Science Citation Index** to track current developments?
a. **Report Number Index**
b. **Corporate Author Index**
c. **Author Affiliation Index**
d. **Personnel Index**

Answer: c. Author Affiliation Index
Explanation: The **Author Affiliation Index** is included in the **Science Citation Index** and **Social Science Citation Index** to track **current developments** by linking authors to their institutional affiliations.

Q839. What is the primary function of a **subject index** in a document?
a. To list the authors of the document
b. To organize the document by the page number
c. To provide a key to the **thought contents** of the document
d. To track the publishing history of the document

Answer: c. To provide a key to the thought contents of the document
Explanation: A **subject index** is designed to provide an organized way of locating information related to the **key ideas** or **topics** within a document.

Q840. Which of the following is a **type of subject indexing** used to ensure correct retrieval of relevant documents?
a. **Author Index**
b. **Bibliographical Index**
c. **PRECIS**
d. **Personnel Index**

Answer: c. PRECIS
Explanation: PRECIS (Pre-Indexed Content Retrieval) is one of the types of **subject indexing** that ensures **correct retrieval** of relevant documents based on their subject content.

Q841. The **CAS Registry System** is primarily used for indexing which type of data?
a. **Biological substances**
b. **Chemical substances**
c. **Engineering standards**
d. **Medical journals**

Answer: b. Chemical substances
Explanation: The **CAS Registry System** is used to index **chemical substances** by assigning them a unique **CAS Registry Number** to identify their **molecular structure**.

Q842. In the **BASIC (Biological Abstracts Subjects in Context)** indexing system, what is the primary feature of the index?
a. It uses a **full-text search** approach
b. It is divided into **three columns**
c. It categorizes documents based on **bibliographical details**
d. It focuses on **author names**

Answer: b. It is divided into three columns
Explanation: The **BASIC** index is a **KWIC (Key Word in Context)** index divided into **three columns**, which helps organize the subject content of **biological abstracts**.

Q843. Which of the following is a key feature of the **Biosystematic Index**?
a. It lists **authors** along with their contributions
b. It includes **taxonomic categories** and abstract counts
c. It links **chemical structures** with **molecular data**
d. It focuses on **medical research**

Answer: b. It includes taxonomic categories and abstract counts
Explanation: The **Biosystematic Index** lists **taxonomic categories** and provides the **number of abstracts** published in a specific **issue** or **volume**.

Q844. The **CAS Registry Number** is used primarily to link **molecular structures** with which of the following?
a. **Author names**
b. **Chemical reactions**
c. **CA index name and other data**
d. **Scientific citations**

Answer: c. CA index name and other data
Explanation: The **CAS Registry Number** is used to link **molecular structures** with the **CA index name** and other related **chemical data**.

Q845. Which indexing system is an example of a **KWIC** (Key Word in Context) index used in **biological sciences**?
a. **CAS Registry Number**
b. **BASIC**

c. **PRECIS**
d. **Author Affiliation Index**

Answer: b. BASIC
Explanation: BASIC (Biological Abstracts Subjects in Context) is a **KWIC** indexing system used to index biological literature.

Q846. Which of the following indexing systems focuses on listing **taxonomic categories**?
a. **Biosystematic Index**
b. **Author Index**
c. **Corporate Author Index**
d. **Personnel Index**

Answer: a. Biosystematic Index
Explanation: The **Biosystematic Index** focuses on listing **taxonomic categories** and is used in the context of biological research.

Q847. What is the primary characteristic of a **Permuterm Subject Index**?
a. It organizes documents by **author name**
b. It lists **subject terms** in alphabetical order
c. It is a **permuted index** combining all possible variations of subject terms
d. It focuses only on **technical reports**

Answer: c. It is a permuted index combining all possible variations of subject terms
Explanation: A **Permuterm Subject Index** lists all **possible variations** or **permutations** of subject terms to ensure comprehensive document retrieval.

Q848. The **Patent Index** of Chemical Abstracts is an alphabetical listing of what?
a. **Authors** in chemical research
b. **Chemical compounds**
c. **Patent offices** and their patents in numerical order
d. **Technical reports**

Answer: c. Patent offices and their patents in numerical order
Explanation: The **Patent Index** organizes **patents** by **country** and then by **ascending patent number**.

Q849. Which type of document is primarily covered by an **Index to Technical Reports**?
a. **Conference documents**
b. **Research articles**
c. **Patents**
d. **Technical reports** in fields like nuclear and space science

Answer: d. Technical reports in fields like nuclear and space science
Explanation: An **Index to Technical Reports** covers important documents in fields such as **nuclear, space**, and **defense science**.

Q850. What is the function of the **ISSN Index**?
a. To identify **patents**
b. To assign a unique **serial number** to each publication
c. To catalog **conference proceedings**
d. To track **research citations**

Answer: b. To assign a unique serial number to each publication
Explanation: The **ISSN Index** is used to assign a unique **International Standard Serial Number (ISSN)** to **serial publications** for accurate identification.

Q851. Which type of publication commonly uses a **Place Index**?
a. **Research articles**
b. **Atlases, gazetteers, and railway timetables**
c. **Chemical abstracts**
d. **Technical reports**

Answer: b. Atlases, gazetteers, and railway timetables
Explanation: A **Place Index** is used in **geographical** publications like **atlases** and **gazetteers** to index locations.

Q852. Where would you most likely find an **Abbreviations Index**?
a. In **chronological records**

b. In **directories, yearbooks, or chemical abstracts**
c. In **patent indexes**
d. In **biographical databases**

Answer: b. In directories, yearbooks, or chemical abstracts
Explanation: An **Abbreviations Index** is used in **directories**, **yearbooks**, and resources like **Chemical Abstracts** to provide the expanded form of abbreviations.

Q853. A **Chronological Index** is most commonly found in which type of publication?
a. **Biographies**
b. **Historical publications** and **directories**
c. **Scientific journals**
d. **Patent catalogs**

Answer: b. Historical publications and directories
Explanation: A **Chronological Index** is typically found in **historical documents** or **directories**, organizing information by **time periods** or **dates**.

Q854. What is the primary purpose of the **Book Review Index**?
a. To provide detailed **summaries** of books
b. To index **reviews** of books published in over 500 periodicals
c. To provide **bibliographic details** of all books
d. To list **only the latest books**

Answer: b. To index reviews of books published in over 500 periodicals
Explanation: The **Book Review Index** indexes reviews of books from over **500 periodicals** and is published bimonthly.

Q855. Which of the following is **NOT** typically included in the **Book Review Digest**?
a. Excerpts of **reviews**
b. Reviews of **fiction and non-fiction**
c. Detailed **biographies** of authors
d. Reviews of both **adult and juvenile literature**

Answer: c. Detailed biographies of authors
Explanation: The **Book Review Digest** includes **excerpts of reviews** for **fiction and non-fiction**, but does not focus on **biographies** of authors.

Q856. The **Book Review Digest** is published by which organization?
a. **Gale Research**
b. **H.W. Wilson**
c. **Thomson Reuters**
d. **Elsevier**

Answer: b. H.W. Wilson
Explanation: The **Book Review Digest** has been published by **H.W. Wilson** since 1907 and is available in both print and digital formats.

Q857. What is the primary role of a **Reference Librarian**?
a. To **catalogue** all library materials
b. To handle **reference inquiries** and guide users to appropriate information sources
c. To **conduct** research projects
d. To manage **subscriptions** for databases

Answer: b. To handle reference inquiries and guide users to appropriate information sources
Explanation: A **Reference Librarian** assists users in **retrieving information** from various **reference sources**, using their extensive knowledge of these resources.

Q858. Which of the following sources would a **reference librarian** typically use to help locate information?
a. **Abstracting and indexing services**
b. **Author biographies**
c. **Cataloguing systems**
d. **Research articles**

Answer: a. Abstracting and indexing services
Explanation: Abstracting and indexing services are crucial tools for **reference librarians** to assist users in **locating information** quickly.

Q859. How often is the **Book Review Digest** published?
a. **Annually**
b. **Quarterly**
c. **Bimonthly**
d. **Monthly**

Answer: d. Monthly
Explanation: The **Book Review Digest** is published on a **monthly** basis, with **quarterly and annual cumulative volumes**.

UNIT 14

LIBRARY AND INFORMATION PROFESSIONALS

Q860. Who is responsible for the administration of a library?
a. **Cataloguer**
b. **Library Administrator**
c. **Indexer**
d. **Classifier**

Answer: b. Library Administrator
Explanation: The **library administrator** is responsible for the overall administration of a library, including overseeing staff, resources, and library operations.

Q861. What is the primary role of a **classifier** in a library?
a. To design a **classification scheme**
b. To classify books based on their **subject**
c. To catalogue **document details**
d. To assist users in **locating information**

Answer: b. To classify books based on their subject
Explanation: A **classifier** classifies books using a classification scheme, such as Dewey Decimal Classification, to organize books by subject.

Q862. What is the key responsibility of a **cataloguer**?
a. To **classify** books
b. To **design** cataloguing schemes
c. To catalogue **document details** like title, author, and ISBN
d. To design **subject indexes**

Answer: c. To catalogue document details like title, author, and ISBN
Explanation: A **cataloguer** gathers and organizes bibliographic information for library materials such as titles, authors, editions, and ISBNs.

Q863. Who is responsible for creating a **classification scheme** for organizing subjects in a library?
a. **Cataloguer**
b. **Classifier**
c. **Classificationist**
d. **Indexer**

Answer: c. Classificationist
Explanation: A **classificationist** designs and develops classification schemes, like Dewey Decimal Classification or subject-specific schemes.

Q864. What is the main task of an **indexer** in the context of libraries?
a. To **create bibliographies**
b. To **classify books**
c. To create **indexes** that help locate information
d. To manage **library operations**

Answer: c. To create indexes that help locate information
Explanation: An **indexer** creates indexes to help users locate information by author, title, subject, or other relevant terms.

Q865. Which of the following roles is primarily concerned with **teaching library and information science**?
a. **Content Developer**
b. **Librametrician**
c. **Bibliographer**
d. **Library and Information Science Teacher**

Answer: d. Library and Information Science Teacher
Explanation: A **library and information science teacher** educates students in the field of library science and often writes textbooks or guides research.

Q866. Who is responsible for **designing a thesaurus** in library science?
a. **Bibliometrician**
b. **Librametrician**
c. **Thesaurus Designer**
d. **Cataloguer**

Answer: c. Thesaurus Designer
Explanation: A **thesaurus designer** creates and organizes a thesaurus, a tool that helps in the precise retrieval of information.

Q867. What does a **bibliographer** do in the context of libraries?
a. **Designs** classification schemes
b. **Creates bibliographies** to provide access to literature on specific subjects
c. **Measures library activities**
d. **Develops content** for digital platforms

Answer: b. Creates bibliographies to provide access to literature on specific subjects
Explanation: A **bibliographer** compiles bibliographies, which list relevant resources for specific topics.

Q868. What does a **librametrician** specialize in?
a. **Designing bibliographies**
b. **Measuring library activities, collections, and personnel**
c. **Creating indexes**
d. **Classifying books**

Answer: b. Measuring library activities, collections, and personnel
Explanation: A **librametrician** applies **librametrics** to assess various aspects of library operations, including collections and staffing.

Q869. What is the focus of a **bibliometrician**?
a. **Analyzing library operations**
b. **Measuring and analyzing bibliographic data** using mathematical and statistical techniques
c. **Designing thesauri**
d. **Cataloguing and classifying books**

Answer: b. Measuring and analyzing bibliographic data using mathematical and statistical techniques
Explanation: A **bibliometrician** focuses on using **mathematical and statistical methods** to analyze and measure bibliographic data such as citations, authorship, and publications.

Q870. What does a **content developer** do in the context of library and information science?
a. **Catalogues books**
b. **Creates, designs, and deploys content** for digital platforms
c. **Designs classification systems**
d. **Creates bibliographies**

Answer: b. Creates, designs, and deploys content for digital platforms
Explanation: A **content developer** designs and develops multimedia content, such as text, sound, and images, for online platforms and digital spaces.

UNIT 15

INFORMATION INTERMEDIARIES

Q871. Who are considered **information generators**?
a. Journalists and reporters
b. Policemen and detectives
c. Researchers, inventors, and scientists
d. Bibliographers and lexicographers

Answer: c. Researchers, inventors, and scientists
Explanation: Information generators include individuals like researchers, inventors, and scientists who create new information through

their work, such as conducting experiments or generating new ideas.

Q872. What is the primary task of **information gatherers**?
a. **Designing experiments**
b. **Conducting surveys**
c. **Collecting existing information** from various sources
d. **Creating new findings**

Answer: c. Collecting existing information from various sources
Explanation: Information gatherers are responsible for collecting, compiling, or reporting information from different sources, such as journalists, correspondents, or detectives.

Q873. What is the role of a **correspondent** in the field of journalism?
a. To **create new information**
b. To **gather, report, and contribute news**
c. To **investigate corruption**
d. To **compile bibliographies**

Answer: b. To gather, report, and contribute news
Explanation: A **correspondent** is employed to gather and report news, articles, and other relevant information for news agencies or periodicals.

Q874. What is the focus of **investigative journalism**?
a. **Reporting general news**
b. **Unearthing malpractices and corruption**
c. **Gathering public opinion**
d. **Writing fiction stories**

Answer: b. Unearthing malpractices and corruption
Explanation: Investigative journalism involves in-depth research to uncover and report on issues such as corruption, malpractices, or social injustices.

Q875. Who among the following is a **compiler of information**?
a. **Journalist**
b. **Lexicographer**
c. **Scientist**
d. **Researcher**

Answer: b. Lexicographer
Explanation: A **lexicographer** is a professional who gathers words and phrases from both written and spoken sources to compile dictionaries.

Q876. What does an **encyclopaedist** do?
a. **Writes reviews of books**
b. **Compiles detailed articles on a variety of subjects**
c. **Gathers bibliographical data**
d. **Creates new scientific theories**

Answer: b. Compiles detailed articles on a variety of subjects
Explanation: An **encyclopaedist** compiles and writes comprehensive articles on various subjects, often for encyclopedias, requiring a significant amount of time and effort.

Q877. What is the role of a **reviewer** in information gathering?
a. To **create new theories**
b. To **author critical reviews** and assessments of literature
c. To **compile words and phrases**
d. To **investigate corruption**

Answer: b. To author critical reviews and assessments of literature
Explanation: A **reviewer** is responsible for writing critical or state-of-the-art reviews of various documents, such as books or articles, providing in-depth analysis.

Q878. What is the first step of a **lexicographer** in compiling a dictionary?
a. **Writing articles**
b. **Recording meanings of words**
c. **Designing a classification system**

d. **Collecting words and phrases from various sources**

Answer: d. Collecting words and phrases from various sources
Explanation: A **lexicographer** gathers words, phrases, idioms, and proverbs from both written and spoken sources as the first step in creating a dictionary.

Q879. Which of the following best describes the role of a **bibliographer**?
a. **Designing classification schemes**
b. **Writing encyclopedic articles**
c. **Gathering and compiling bibliographical data**
d. **Reporting on news and events**

Answer: c. Gathering and compiling bibliographical data
Explanation: A **bibliographer** collects bibliographical information about documents and prepares standard entries for them, which is essential for creating bibliographies.

Q880. Who compiles information from multiple sources to create **reviews** in libraries or publications?
a. **Investigative journalist**
b. **Encyclopaedist**
c. **Reviewer**
d. **Compiler**

Answer: c. Reviewer
Explanation: A **reviewer** compiles and writes detailed and critical reviews of materials, such as books or research, offering insight and analysis.

Q881. What is the primary function of **information intermediaries**?
a. To **design technologies**
b. To **provide quick and adequate information** to users
c. To **create new information**
d. To **analyze data and information only**

Answer: b. To provide quick and adequate information to users
Explanation: Information intermediaries are primarily responsible for ensuring that users receive the right information quickly and efficiently.

Q882. Which of the following is NOT a principal function of **information intermediaries**?
a. **Searching data and information**
b. **Analyzing data and consolidating them**
c. **Disseminating information** in a required form
d. **Designing new information technologies**

Answer: d. Designing new information technologies
Explanation: Information intermediaries focus on searching, analyzing, and disseminating existing information, not creating new technologies.

Q883. Who are considered **informal types of information intermediaries**?
a. **Information brokers**
b. **Invisible colleges, extension workers, social workers**
c. **Online vendors**
d. **Consultants**

Answer: b. Invisible colleges, extension workers, social workers
Explanation: Informal types of **information intermediaries** include individuals like extension workers and social workers who provide information in their specific communities or contexts.

Q884. What does an **information broker** do?
a. **Designs search engines**
b. **Provides information services for a fee**
c. **Develops new technologies**
d. **Distributes online content**

Answer: b. Provides information services for a fee
Explanation: Information brokers are

individuals or firms who offer information services for a fee, helping clients with information retrieval and other needs.

Q885. What type of activities do **information brokers** generally perform?
a. **Handling day-to-day information needs requiring less than two hours of search time**
b. **Advising on technology strategies**
c. **Developing new databases**
d. **Creating specialized knowledge for organizations**

Answer: a. Handling day-to-day information needs requiring less than two hours of search time
Explanation: Information brokers typically handle routine information needs that require short amounts of time to search and gather relevant details.

Q886. What is the role of an **information consultant**?
a. To **design search algorithms**
b. To **provide expert advice and review technologies** for clients
c. To **develop online content for websites**
d. To **create and sell information products**

Answer: b. To provide expert advice and review technologies for clients
Explanation: Information consultants are specialists who offer expert advice and evaluations, particularly on technological matters for their clients.

Q887. In which area have **information intermediaries** flourished in recent years?
a. **Content development**
b. **Computer-based information retrieval services**
c. **Data encryption**
d. **Offline information distribution**

Answer: b. Computer-based information retrieval services
Explanation: Information intermediaries have seen significant growth in providing computer-based information retrieval services, assisting in efficient data searches.

Q888. Who are **technological gatekeepers** in the context of information intermediaries?
a. **Individuals who design search engines**
b. **Consultants who provide expert advice**
c. **People consulted for information and who act as a link between internal users and external information sources**
d. **Firms that sell information for a fee**

Answer: c. People consulted for information and who act as a link between internal users and external information sources
Explanation: Technological gatekeepers are individuals within organizations who connect internal users with external sources of information, often being the first point of contact for information retrieval.

Q889. What are **Invisible Colleges**?
a. **Formal educational institutions**
b. **Non-profit making organizations** that exchange information informally
c. **Professional organizations for information brokers**
d. **Research labs that specialize in information retrieval**

Answer: b. Non-profit making organizations that exchange information informally
Explanation: Invisible colleges are informal groups of individuals who exchange ideas and information for academic or professional purposes without any formal structure.

Q890. What is the primary function of an **Extension Worker**?
a. To **create new information systems**
b. To **collect, assimilate, and repackage information** for users in villages and towns
c. To **train others to design expert systems**
d. To **create farming tools and technology**

Answer: b. To collect, assimilate, and repackage information for users in villages and towns
Explanation: Extension workers play a key role in gathering and adapting information, especially in rural areas, to help improve agricultural productivity and address local needs.

Q891. What is the role of **Expert Systems**?
a. To **replace human experts in all fields**
b. To **represent knowledge and apply expertise to solve problems**
c. To **store general information for easy access**
d. To **distribute information through databases**

Answer: b. To represent knowledge and apply expertise to solve problems
Explanation: Expert systems are designed to apply knowledge and expertise to solve problems, particularly in specialized fields, by mimicking human expert decision-making.

Q892. Which of the following is an example of an **Internet-based Expert System**?
a. **The Coatings Guide Expert System (CAGE)**
b. **Encyclopedia Britannica Online**
c. **Google Search Engine**
d. **Wikipedia**

Answer: a. The Coatings Guide Expert System (CAGE)
Explanation: CAGE is an example of an expert system that helps industrial users select the least hazardous appropriate paint or coating based on expert knowledge.

Q893. What is the purpose of the **Expert Systems for Thermodynamics (TEST)**?
a. To **identify field specimens in agriculture**
b. To **help students and engineers solve problems in thermodynamics**
c. To **assist in online information retrieval for the manufacturing industry**
d. To **provide a guide for medical diagnostics**

Answer: b. To help students and engineers solve problems in thermodynamics
Explanation: TEST is an expert system designed to assist students and professionals in solving thermodynamics problems.

Q894. Which expert system helps in identifying amphibians and reptiles in Pennsylvania?
a. **The Expert Systems for Thermodynamics (TEST)**
b. **The Coatings Guide Expert System (CAGE)**
c. **The Reptile Identification Helper (RIH)**
d. **The Agricultural Expert System (AES)**

Answer: c. The Reptile Identification Helper (RIH)
Explanation: RIH is an expert system designed to aid in the identification of reptiles and amphibians, particularly as part of the Pennsylvania Herpetological Atlas project.

UNIT 16

DATABASE DESIGNERS AND MANAGERS

Q895. How does William S. Davis define an **Information System**?
a. A **set of hardware and software** components intended for efficient communication
b. A **set of interrelated components** designed to process and deliver data to users at the right time
c. A **single computer** designed for information storage and retrieval
d. A **large database** used to store data for decision-making

Answer: b. A set of interrelated components designed to process and deliver data to users at the right time
Explanation: According to **William S. Davis**, an information system includes various components working together to ensure timely and accurate delivery of data and information.

Q896. What is a **Database**?
a. A **single file containing random data**

b. An **organized body of related information** stored in a medium that can be accessed by a computer
c. A **series of connected computers** for real-time data processing
d. A **large collection of unstructured data**

Answer: b. An organized body of related information stored in a medium that can be accessed by a computer
Explanation: A **database** is an organized collection of data stored in a way that allows for efficient access, updates, and queries.

Q897. Which of the following is **NOT** an example of **Relational Database Management System (RDBMS)**?
a. **Oracle**
b. **SQLServer**
c. **GemStone**
d. **Access**

Answer: c. GemStone
Explanation: GemStone is an example of an **Object-Oriented Database Management System (OODBMS)**, while **Oracle**, **SQLServer**, and **Access** are RDBMS examples.

Q898. Who developed the **Relational Database Management System (RDBMS)**?
a. **E. F. Codd** at IBM San Jose Research Laboratory
b. **Kim** in 1991
c. **Stonebraker** and others in 1990
d. **William S. Davis**

Answer: a. E. F. Codd at IBM San Jose Research Laboratory
Explanation: The **RDBMS** was developed by **E. F. Codd** based on the **relational data model**, which uses tables to represent data and relationships.

Q899. What does the **Object-Oriented Database Management System (OODBMS)** support?
a. **Persistent and sharable objects** based on object-oriented principles
b. **Data in tables** with rows and columns
c. **Relational data structures** with strict data type constraints
d. **Hybrid object and relational data**

Answer: a. Persistent and sharable objects based on object-oriented principles
Explanation: OODBMS is based on object-oriented principles, storing data as objects that can be shared and persist over time.

Q900. What is the **Object-Relational Database Management System (ORDBMS)**?
a. A **hybrid of RDBMS and OODBMS** that allows richer object structures in relational databases
b. A **purely relational database** system that uses complex algorithms
c. A **system solely for object-oriented databases**
d. A **new type of database** used exclusively for web applications

Answer: a. A hybrid of RDBMS and OODBMS that allows richer object structures in relational databases
Explanation: ORDBMS is a combination of **RDBMS** and **OODBMS**, enabling richer object structures within a relational database while maintaining the consistency of the relational model.

Q901. Which of the following is an example of an **Object-Relational Database Management System (ORDBMS)**?
a. **Jasmine**
b. **Oracle 8i**
c. **GemStone**
d. **O2**

Answer: b. Oracle 8i
Explanation: Oracle 8i is an example of an **ORDBMS**, combining relational and object-oriented capabilities.

Q902. What are the **four phases of database development**?
a. **Planning Phase, Design Phase, Testing Phase,**

Operational Phase
b. **Definition Phase, Construction Phase, Implementation Phase, Operational Phase**
c. **Analysis Phase, Construction Phase, Deployment Phase, Review Phase**
d. **Design Phase, Development Phase, Deployment Phase, Operational Phase**

Answer: b. Definition Phase, Construction Phase, Implementation Phase, Operational Phase
Explanation: The **four phases** of database development include: **Definition Phase**, **Construction Phase**, **Implementation Phase**, and **Operational Phase**.

Q903. What does **Benchmarking** refer to in the context of database development?
a. **The process of testing the efficiency of a database system**
b. **Identifying and adopting outstanding practices from reputable sources to improve performance**
c. **The process of implementing and managing databases**
d. **Analyzing data from different sources to create a standard format**

Answer: b. Identifying and adopting outstanding practices from reputable sources to improve performance
Explanation: Benchmarking involves identifying and adopting best practices from trusted sources to enhance performance, process efficiency, and user satisfaction.

Q904. Which type of documentation provides **support for programming activities** in database development?
a. **User Documentation**
b. **System Documentation**
c. **Development Documentation**
d. **Process Documentation**

Answer: c. Development Documentation
Explanation: Development Documentation supports programming activities and helps in creating the necessary computer programs for database development.

Q905. What is the purpose of **User Documentation** in database systems?
a. **To guide and support novice and experienced users**
b. **To document the programming process of the system**
c. **To manage and monitor the database environment**
d. **To ensure the database is up-to-date with software updates**

Answer: a. To guide and support novice and experienced users
Explanation: User Documentation provides instructions and guidance for users, whether novice or experienced, on how to interact with and utilize the database system effectively.

Q906. Which phase of database development involves the actual creation and construction of the database system?
a. **Definition Phase**
b. **Construction Phase**
c. **Implementation Phase**
d. **Operational Phase**

Answer: b. Construction Phase
Explanation: The **Construction Phase** is where the actual creation and coding of the database system take place, including building the database structure, forms, reports, and queries.

UNIT 17

DATABASE INTERMEDIARIES

Q907. Who is responsible for the **technical operations of all databases in an organization**?
a. **Information Intermediary**
b. **Database Administrator (DBA)**
c. **Data Scientist**
d. **Systems Analyst**

Answer: b. Database Administrator (DBA)
Explanation: A **Database Administrator (DBA)** is an information technology expert responsible for managing and ensuring the smooth operation of all databases within an organization.

Q908. Which of the following is NOT a **step in conducting a database search**?
a. **Logging on**
b. **Executing the search**
c. **Downloading the relevant items**
d. **Creating a database backup**

Answer: d. Creating a database backup
Explanation: The steps in conducting a database search include **logging on**, **executing the search**, **downloading relevant items**, and **logging off**. **Creating a database backup** is not part of the search process.

Q909. What is the first step in the **information search process**?
a. **Executing the search**
b. **Logging on**
c. **Pre-search counselling**
d. **Follow-up**

Answer: c. Pre-search counselling
Explanation: The **Pre-search counselling** is the first step in the information search process, where the information needs are discussed, and the search strategy is prepared.

Q910. Which of the following activities is performed during the **search strategy** step?
a. **Downloading the relevant items**
b. **Formulating a plan to search based on the database's unique characteristics**
c. **Logging off**
d. **Pre-search counselling**

Answer: b. Formulating a plan to search based on the database's unique characteristics
Explanation: During the **search strategy** step, the search plan is formulated considering the database's unique characteristics to ensure an effective search.

Q911. What is the last step in the **conducting the database search process**?
a. **Logging on**
b. **Executing the search**
c. **Downloading the relevant items**
d. **Logging off**

Answer: d. Logging off
Explanation: Logging off is the final step in the database search process, marking the end of the search session after relevant items have been downloaded.

UNIT 18

MEDIA PERSONS

Q912. What is the **primary function** of the **print media**, especially daily newspapers?
a. **To entertain the public**
b. **To inform, influence, and shape public opinions**
c. **To promote advertising**
d. **To focus on regional events**

Answer: b. To inform, influence, and shape public opinions
Explanation: The primary function of print media, especially daily newspapers, is to **inform, influence, and shape public opinions** on major issues of public importance.

Q913. What is one of the major goals of **advertisers**?
a. **To conduct media planning**
b. **To help market their products and services**
c. **To create advertisements**
d. **To execute advertising campaigns**

Answer: b. To help market their products and services
Explanation: Advertisers use advertising as a tool to **market their products and services**, aiming to reach their target audience and promote their offerings.

Q914. What do **advertising agencies** specialize in?
a. **Creating newspapers**
b. **Planning and executing advertising campaigns**
c. **Designing newspaper layouts**
d. **Writing articles for print media**

Answer: b. Planning and executing advertising campaigns
Explanation: Advertising agencies specialize in planning and executing advertising campaigns, which include the creation of advertisements, media planning, and research.

Q915. What is a key revenue source for **advertising media**?
a. **Subscription fees**
b. **Advertising revenue**
c. **Selling newspaper space**
d. **Government funding**

Answer: b. Advertising revenue
Explanation: Advertising media depend on **advertising revenue**, as they carry advertisements to consumers in exchange for financial compensation.

Q916. Why do **daily newspapers** often publish in different editions in multiple cities?
a. **To focus on national issues**
b. **To promote local advertisers**
c. **To focus on regional news, events, and activities**
d. **To increase subscription rates**

Answer: c. To focus on regional news, events, and activities
Explanation: Many **daily newspapers** publish in different editions to cater to **regional news, events, and activities**, making their content more relevant to local readers.

UNIT 19

INTELLIGENT AGENTS

Q917. What is the **primary purpose** of **intelligent agents**?
a. **To replace human beings in all tasks**
b. **To provide intelligent inputs to human beings for better performance**
c. **To create internet-based systems**
d. **To monitor network security**

Answer: b. To provide intelligent inputs to human beings for better performance
Explanation: Intelligent agents are smart software programs that assist humans by providing **intelligent inputs**, helping them perform tasks more effectively.

Q918. Which of the following is **NOT** one of the five main types of **Internet agents**?
a. **E-mail agents**
b. **Web browsing agents**
c. **Information agents**
d. **Network monitoring agents**

Answer: d. Network monitoring agents
Explanation: The five main types of **Internet agents** are **E-mail agents, Web browsing agents, Information agents, FAQ agents,** and **Data mining agents**. **Network monitoring agents** are not listed as one of the main types.

Q919. What is the primary function of **E-mail agents**?
a. **To monitor Internet traffic**
b. **To manage the user's e-mail**
c. **To mine data from emails**
d. **To filter spam**

Answer: b. To manage the user's e-mail
Explanation: E-mail agents are primarily designed to manage **the user's e-mail**, saving time when handling a large volume of emails.

Q920. What is the purpose of **Web browsing (WB) agents**?
a. **To block harmful websites**
b. **To improve the efficiency of Internet searches**

c. **To download files from the web**
d. **To organize web content**

Answer: b. To improve the efficiency of Internet searches
Explanation: Web browsing (WB) agents are designed to enhance the efficiency of Internet searching, helping users find information more quickly.

Q921. What is the difference between **Information Retrieval (IR) agents** and **Information Extraction (IE) agents**?
a. **IR agents perform searches, while IE agents organize data**
b. **IR agents provide documents, while IE agents extract specific information from documents**
c. **IR agents handle large datasets, while IE agents focus on individual files**
d. **IR agents use natural language processing, while IE agents do not**

Answer: b. IR agents provide documents, while IE agents extract specific information from documents
Explanation: IR agents search and provide a list of documents, while **IE agents** focus on extracting specific information from those documents.

Q922. What is the primary focus of **FAQ agents**?
a. **To perform advanced data analytics**
b. **To answer frequently asked questions from non-expert users**
c. **To assist in email management**
d. **To provide real-time web browsing recommendations**

Answer: b. To answer frequently asked questions from non-expert users
Explanation: FAQ agents are designed to help **non-expert users** by providing answers to frequently asked questions, using a natural language interface.

Q923. What is the process of **Web mining**?
a. **Collecting emails from users**
b. **Finding valuable items from large masses of data**
c. **Creating website content**
d. **Analyzing social media trends**

Answer: b. Finding valuable items from large masses of data
Explanation: Web mining is the process of extracting valuable insights or information from large amounts of data available on the Internet, similar to **data mining** in large databases.

Q924. What is a basic requirement for the functioning of **distributed agents**?
a. **Communication between agents**
b. **High processing power**
c. **Access to the same data source**
d. **Use of the same programming language**

Answer: a. Communication between agents
Explanation: For **distributed agents** to function properly, they need a **communication facility** to exchange data, coordinate actions, and share knowledge.

Q925. In a distributed environment, agents communicate via an **Agent Communication Language (ACL)**. Why is the standardization of ACLs important?
a. **To ensure data security**
b. **To ensure easy interoperability between agents**
c. **To reduce the size of messages**
d. **To speed up the learning process of agents**

Answer: b. To ensure easy interoperability between agents
Explanation: Standardized **Agent Communication Languages (ACLs)** are necessary to enable **easy interoperability** between agents, especially in federated environments.

Q926. What is one of the major shortcomings of **KQML**?
a. **It lacks precise semantics**

b. **It is too complex to use**
c. **It requires too much processing power**
d. **It only supports a single type of agent**

Answer: a. It lacks precise semantics
Explanation: One major limitation of **KQML** is that it **lacks precise semantics**, making it less effective in certain applications.

Q927. What is the primary goal of **ARCOL**, developed by French Telecom?
a. **To overcome the limitations of KQML**
b. **To create a programming language for agents**
c. **To speed up agent communication**
d. **To make communication secure**

Answer: a. To overcome the limitations of KQML
Explanation: ARCOL was developed to address the shortcomings of **KQML** and to incorporate **mental attitude logic** for precise semantics in agent communication.

Q928. Which organization is promoting and supporting the development of agent communication standards like **KQML** and **ARCOL**?
a. **World Wide Web Consortium (W3C)**
b. **Foundation for Intelligent Physical Agents (FIPA)**
c. **International Telecommunication Union (ITU)**
d. **International Organization for Standardization (ISO)**

Answer: b. Foundation for Intelligent Physical Agents (FIPA)
Explanation: FIPA is an independent body that specializes in multi-agent systems and promotes the development of communication standards like **KQML** and **ARCOL**.

Q929. What are the three main parts of **KQML**?
a. **Protocol part, message part, content part**
b. **Communication part, message part, content part**
c. **Data part, control part, interface part**
d. **Message part, security part, content part**

Answer: b. Communication part, message part, content part
Explanation: KQML consists of three parts: **communication part**, which deals with protocols; **message part**, specifying performatives; and **content part**, which is the actual content of the message.

Q930. What is the primary characteristic of a **Mobile Agent (MA)**?
a. **Ability to operate only within a single host machine**
b. **Computational and navigational autonomy, capable of migrating across hosts**
c. **Performing tasks without interacting with other agents**
d. **Operating solely in a homogeneous network environment**

Answer: b. Computational and navigational autonomy, capable of migrating across hosts
Explanation: Mobile Agents (MA) are intelligent programs that can migrate between host machines in a heterogeneous network, having both computational and navigational autonomy.

Q931. What is the role of **Typed Message Agents (TMA)**?
a. **Performing process control tasks**
b. **Distributed computing using typed messages in an agent communication language**
c. **Learning from experience to improve decision making**
d. **Mediating between different types of communication networks**

Answer: b. Distributed computing using typed messages in an agent communication language
Explanation: Typed Message Agents (TMA) perform distributed computing using **typed messages** from an agent communication language like **KQML**.

Q932. Reactive Agents are mainly used in which of the following applications?

a. **Search engine optimization**
b. **Process control**
c. **E-commerce**
d. **Database management**

Answer: b. Process control
Explanation: Reactive Agents become active when an event occurs and are primarily used in **process control applications**, where they learn from experience and improve their perception and decision-making process.

Q933. What distinguishes **Hybrid Agents** from other types of intelligent agents?
a. **They perform a single function**
b. **They perform more than one agent function and may be considered Meta Agents**
c. **They only perform reactive tasks**
d. **They operate solely in a homogeneous network**

Answer: b. They perform more than one agent function and may be considered Meta Agents
Explanation: Hybrid Agents are capable of performing multiple agent functions and are considered **Meta Agents** due to their versatility.

Q934. Which of the following is NOT a type of **intelligent agent**?
a. **Internet Intelligent Agents**
b. **Distributed Intelligent Agents**
c. **Mobile Intelligent Agents**
d. **Offline Intelligent Agents**

Answer: d. Offline Intelligent Agents
Explanation: The text mentions **Internet**, **Distributed**, and **Mobile Intelligent Agents** as major classes of **intelligent agents** but does not mention **Offline Intelligent Agents**.

Q935. What does **ACL** stand for in the context of intelligent agents?
a. **Automated Communication Language**
b. **Agent Communication Language**
c. **Artificial Communication Language**
d. **Autonomous Communication Language**

Answer: b. Agent Communication Language
Explanation: ACL stands for **Agent Communication Language**, which is used by agents for communication in a multi-agent environment.

Q936. AOSE is a concept related to:
a. **Agent Oriented Software Engineering**
b. **Artificial Organization System Engineering**
c. **Advanced Online System Engineering**
d. **Agent Operating System Environment**

Answer: a. Agent Oriented Software Engineering
Explanation: AOSE refers to **Agent Oriented Software Engineering**, a framework used for designing and developing agent-based systems.

Q937. Which of the following describes **Collaborative Agents**?
a. **Agents that work independently without human interaction**
b. **Agents that help each other by providing the requested service**
c. **Agents that work together to achieve a common goal**
d. **Agents that perform tasks based on pre-programmed actions**

Answer: c. Agents that work together to achieve a common goal
Explanation: Collaborative Agents work together in coordination to accomplish a shared objective or goal.

Q938. Data Mining is the process of:
a. **Browsing the internet to find useful resources**
b. **Discovering hidden valuable information from databases**
c. **Searching for specific documents in a database**
d. **Retrieving documents from web sources**

Answer: b. Discovering hidden valuable information from databases
Explanation: Data Mining refers to the process of extracting valuable, hidden information from large datasets or databases.

Q939. FAQ stands for:
a. **Frequently Asked Questions**
b. **Frequently Answered Questions**
c. **Fast Automated Queries**
d. **File Archive Query**

Answer: a. Frequently Asked Questions
Explanation: FAQ stands for **Frequently Asked Questions**, a list of common questions and answers often found on websites.

Q940. Mobile Agents are capable of:
a. **Performing tasks on a single machine**
b. **Moving from machine to machine in a heterogeneous network environment**
c. **Only executing tasks on the Internet**
d. **Operating solely within a specific network**

Answer: b. Moving from machine to machine in a heterogeneous network environment
Explanation: Mobile Agents can migrate across different machines in a **heterogeneous network** and execute tasks autonomously on any machine.

Q941. Web Mining involves:
a. **Browsing websites for useful links**
b. **Scanning documents on websites and creating indexes**
c. **Discovering valuable information hidden within website contents**
d. **Managing online resources for information retrieval**

Answer: c. Discovering valuable information hidden within website contents
Explanation: Web Mining is the process of uncovering hidden valuable insights or patterns from the content on websites.

Q942. Which of the following defines **Interface Agents**?
a. **Agents that interact with external users to provide answers**
b. **Agents that perform the functions of a personal assistant to an office executive**
c. **Agents that execute tasks based on typed messages**
d. **Agents that provide responses to frequently asked questions**

Answer: b. Agents that perform the functions of a personal assistant to an office executive
Explanation: Interface Agents serve as personal assistants to office executives, aiding in routine tasks and decision-making.

Q943. The **Turing Test** is used to assess:
a. **The speed of a computer**
b. **The intelligence of a machine or software**
c. **The learning ability of an agent**
d. **The accuracy of a computer program**

Answer: b. The intelligence of a machine or software
Explanation: The **Turing Test**, devised by **Alan M. Turing**, evaluates whether a machine can exhibit behavior indistinguishable from that of a human in conversations.

MCQ SERIES E-BOOK



MLIE 102

RESEARCH METHODOLOGY

SAKET SHARMA

Suitable for UGC NET JRF/ KVS / NVS /NCERT/DSSSB/UPPSC/MPPSC LIBRARY ASSPIRANTS

MLIE-102 RESEARCH METHODOLOGY

Q1. According to Webster's Third International Dictionary, what is the primary aim of research?
A) To establish new facts
B) To validate existing theories
C) To conduct experiments without a clear purpose
D) To summarize previous findings.

Correct Answer: A) To establish new facts
Explanation: Webster's definition emphasizes the discovery of new facts and their correct interpretation as a fundamental aim of research, along with the revision of accepted conclusions.

Q2. The Random House Dictionary defines research as a systematic inquiry into a subject to:
A) Invent new technologies
B) Discover or revise facts and theories
C) Gather popular opinions
D) Conduct random surveys.

Correct Answer: B) Discover or revise facts and theories
Explanation: The Random House Dictionary clearly states that research involves a systematic inquiry aimed at discovering or revising facts and theories, distinguishing it from casual or random investigations.

Q3. In the Encyclopedia of Social Sciences, research is defined as the manipulation of:
A) Random data
B) Concepts and symbols
C) Established laws
D) Public opinions.

Correct Answer: B) Concepts and symbols
Explanation: This definition focuses on manipulating things, concepts, or symbols for generalization, extending, correcting, or verifying knowledge, which is a core aspect of research.

Q4. Best and Kahn define research in education as:
A) A subjective analysis of experiences
B) A systematic and objective analysis of controlled observations
C) A casual exploration of educational trends
D) A collection of personal anecdotes

Correct Answer: B) A systematic and objective analysis of controlled observations
Explanation: Best and Kahn stress the importance of systematic and objective analysis in research, indicating that it leads to the development of generalizations and theories.

Q5. According to Busha in his publication on research methods in librarianship, research is characterized by:
A) Disciplined inquiry and structured investigations
B) Random data collection
C) A focus on personal interests
D) Casual observations.

Correct Answer: A) Disciplined inquiry and structured investigations
Explanation: Busha emphasizes that research is a systematic quest for knowledge, which involves disciplined inquiry and structured investigations, rather than informal or random approaches.

Q6. Cook describes research as an honest and exhaustive search for:
A) Quick solutions
B) Facts and their implications
C) Popular opinions
D) Anecdotal evidence.

Correct Answer: B) Facts and their implications
Explanation: Cook's definition highlights the importance of an honest and thorough search for facts and their meanings, underlining the serious nature of research.

Q7. Ranganathan emphasizes that research should:
A) Only confirm existing theories
B) Focus on practical applications
C) Be a critical and exhaustive investigation
D) Avoid new interpretations

Correct Answer: C) Be a critical and exhaustive investigation
Explanation: Ranganathan points out that research involves a critical examination to discover new facts and to interpret them considering existing theories and laws.

Q8. Which of the following is NOT a characteristic of research as summarized in the definitions?

A) Intellectual activity of a high order
B) Aims to discover data and facts
C) Conducted without peer review
D) Aims to formulate or revise theories and laws

Correct Answer: C) Conducted without peer review
Explanation: Peer review is a crucial aspect of research, as it ensures the communication of results for evaluation and validation, which is essential for adding new knowledge to the existing body of research.

Q9. According to Pandit Jawaharlal Nehru's Scientific Policy Resolution, what is the dominating feature of the contemporary world?
A) Political awareness
B) Intense cultivation of science
C) Agricultural advancement
D) Economic independence

Correct Answer: B) Intense cultivation of science
Explanation: Nehru emphasized the importance of large-scale scientific cultivation and its application to meet national requirements as a fundamental aspect of contemporary society.

Q10. What does the Scientific Policy Resolution (SPR) suggest is essential for providing reasonable material and cultural amenities?
A) Political strategy
B) Scientific approach and method
C) Economic planning
D) Cultural heritage

Correct Answer: B) Scientific approach and method
Explanation: The SPR articulates that a scientific approach and the use of scientific knowledge are vital for ensuring that all community members have access to essential amenities and services.

Q11. The term "STSK" in the context of socio-economic development stands for:
A) Science, Technology, and Social Knowledge
B) Science, Technology, and Strategic Knowledge
C) Social Theory and Systematic Knowledge
D) Scientific Technique and Societal Knowledge

Correct Answer: A) Science, Technology, and Social Knowledge
Explanation: STSK refers to the integrated approach that combines science, technology, and societal knowledge, emphasizing the importance of this mix in socio-economic development.

Q12. Which of the following best describes the significance of societal knowledge in the STSK framework?
A) It focuses solely on economic information.
B) It includes a diverse range of information such as political, legal, and health knowledge.
C) It emphasizes technological skills only.
D) It is irrelevant to socio-economic development.

Correct Answer: B) It includes a diverse range of information such as political, legal, and health knowledge.
Explanation: Societal knowledge encompasses a wide array of information that is essential for comprehensive socio-economic development, making it a crucial component of STSK.

Q13. The creation of R&D complexes and educational institutions in India aims to:
A) Increase industrial competition only
B) Foster a knowledge-based economy
C) Limit access to information
D) Preserve traditional knowledge

Correct Answer: B) Foster a knowledge-based economy
Explanation: The establishment of R&D complexes and educational institutions is aimed at enhancing the knowledge base, which is vital for the socio-economic development of the country.

Q14. Why has knowledge management become crucial for businesses and industries globally?
A) To maintain traditional practices
B) To combat competition and create new knowledge
C) To reduce research funding
D) To limit the dissemination of information

Correct Answer: B) To combat competition and create new knowledge
Explanation: Knowledge management is essential for organizations to stay competitive by fostering new knowledge creation and innovation, which is critical in today's rapidly changing market.

Q15. How has the accessibility of information through the Internet impacted research activities?
A) It has made research less relevant.
B) It has limited the availability of knowledge.
C) It has supported and enhanced research activities.
D) It has complicated the research process unnecessarily.

Correct Answer: C) It has supported and enhanced research activities.
Explanation: The availability of information via the Internet has facilitated research by providing easy access to data, resources, and knowledge, thereby enriching research activities.

Q16. What is the primary purpose of research as?
A) To maintain existing knowledge
B) To create a knowledge reservoir for socio-economic and cultural development
C) To focus solely on scientific advancements
D) To develop traditional skills only

Correct Answer: B) To create a knowledge reservoir for socio-economic and cultural development
Explanation: The main purpose of research is to build an infrastructure for generating new knowledge, which in turn aids in socio-economic and cultural development.

Q17. What is another term commonly used for Basic Research?
A) Operational Research
B) Empirical Research
C) Pure Research
D) Field Research

Correct Answer: C) Pure Research
Explanation: Basic Research is also known as Pure or Fundamental Research, focusing on gaining a deeper understanding of natural phenomena without immediate practical applications.

Q18. Which of the following statements best describes the focus of Basic Research?
A) Solving immediate practical problems
B) Acquiring knowledge for its own sake
C) Developing new technologies
D) Conducting experiments for commercial use

Correct Answer: B) Acquiring knowledge for its own sake
Explanation: Basic Research is primarily concerned with obtaining knowledge about phenomena, without necessarily focusing on practical applications soon.

Q19. Who typically conducts Basic Research?
A) Industry professionals
B) Academic institutions and intellectuals
C) Government agencies
D) Non-profit organizations

Correct Answer: B) Academic institutions and intellectuals
Explanation: Basic Research is often carried out by researchers at academic institutions who are dedicated to exploring theoretical aspects of a subject.

Q20. What is the primary aim of Applied Research?
A) To reformulate existing theories
B) To acquire knowledge for practical applications
C) To explore theoretical concepts without practical implications
D) To generate new theories unrelated to existing knowledge

Correct Answer: B) To acquire knowledge for practical applications
Explanation: Applied Research focuses on utilizing theoretical knowledge to solve specific practical problems, often leading to immediate development purposes.

Q21. Which of the following best describes Research and Development (R&D)?
A) Theoretical investigation without practical implications
B) A mix of basic and applied research aimed at innovation
C) A method solely focused on statistical analysis
D) An informal research process with no defined objectives

Correct Answer: B) A mix of basic and applied research aimed at innovation
Explanation: R&D combines both Basic Research and Applied Research, focusing on developing new products or processes based on theoretical and practical knowledge.

Q22. Which of the following is a key component of the research process applicable to both Basic and Applied Research?
A) Random sampling
B) Data collection
C) Marketing strategies
D) Customer feedback

Correct Answer: B) Data collection
Explanation: Data collection is an essential step in the research process, whether for Basic or Applied Research, as it provides the foundation for analysis and interpretation.

Q23. What is the significance of a conceptual framework in research?
A) It simplifies the research process by eliminating unnecessary steps.
B) It outlines the theoretical basis and structure for the research.
C) It ensures all research is conducted within a fixed timeframe.
D) It guarantees the success of the research outcome.

Correct Answer: B) It outlines the theoretical basis and structure for the research.

Explanation: A conceptual framework helps researchers organize their ideas, hypotheses, and variables, providing clarity and direction for the research process.

Q24. Which of the following components is NOT typically associated with the research process?
A) Hypothesis
B) Variables
C) Opinion polls
D) Generalizations

Correct Answer: C) Opinion polls

Explanation: While opinion polls may provide data, they are not fundamental components of the research process itself, which includes elements like hypotheses, variables, and generalizations.

Q25. What is the primary purpose of a hypothesis in research?
A) To summarize the research findings
B) To provide a tentative explanation of relationships between variables
C) To define the research methodology
D) To eliminate the need for data collection

Correct Answer: B) To provide a tentative explanation of relationships between variables

Explanation: A hypothesis is a formal statement predicting an outcome and offers a tentative explanation of the relationship between two or more variables, guiding the research process.

Q26. In the example "SDI services of an Information Centre are used by students of research and junior research scholars much more than senior researchers," what does "SDI" stand for?
A) Systematic Data Interpretation
B) Selective Dissemination of Information
C) Scientific Data Integration
D) Structured Data Inquiry

Correct Answer: B) Selective Dissemination of Information

Explanation: SDI stands for Selective Dissemination of Information, which refers to services that provide tailored information to specific users based on their needs.

Q27. Which of the following statements is true about variables in research?
A) Variables are always constant and do not change.
B) Variables are factors that can have varying values.
C) Only qualitative variables are important in research.
D) Independent variables cannot influence dependent variables.

Correct Answer: B) Variables are factors that can have varying values.

Explanation: Variables are elements of a research investigation that can take on different quantitative and qualitative values, playing a crucial role in measuring changes or differences.

Q28. What type of variable is users' needs in the context of evaluating library services?
A) Independent Variable
B) Dependent Variable

C) Qualitative Variable
D) Constant Variable

Correct Answer: B) Dependent Variable

Explanation: Users' needs are considered a dependent variable because they may vary based on other influencing factors in the evaluation of library and information services.

Q29. Which of the following best describes an independent variable?
A) A variable that remains unchanged throughout the study
B) A variable manipulated by the researcher to observe its effects
C) A variable that cannot be measured quantitatively
D) A variable that is solely qualitative

Correct Answer: B) A variable manipulated by the researcher to observe its effects

Explanation: An independent variable is deliberately changed or manipulated by the researcher to examine its effects on the dependent variable during an investigation.

Q30. What is the first step after formulating a hypothesis?
A) Collecting data systematically
B) Drawing conclusions
C) Presenting findings to peers
D) Identifying qualitative variables

Correct Answer: A) Collecting data systematically

Explanation: After formulating a hypothesis, the next crucial step is to collect data systematically to test the hypothesis for its validity.

Q31. Which of the following methods is used for analyzing qualitative data?
A) Statistical analysis
B) Content analysis
C) Mathematical modeling
D) Numerical comparison

Correct Answer: B) Content analysis

Explanation: Content analysis is a common method used for analyzing qualitative data, focusing on interpreting and understanding the meaning behind textual or visual information.

Q32. What is a tentative finding in the research process?
A) A definitive conclusion reached after analysis
B) An initial observation that may require further refinement
C) A validated theory that is widely accepted
D) A predetermined outcome of the research

Correct Answer: B) An initial observation that may require further refinement

Explanation: Tentative findings are preliminary observations that may need further analysis and refinement to arrive at a solid conclusion.

Q33. How can conclusions from research lead to generalizations?
A) By providing absolute certainties
B) Through the application of findings to similar problems
C) By ignoring the data collected
D) Through random assumptions

Correct Answer: B) Through the application of findings to similar problems

Explanation: Conclusions drawn from research can lead to generalizations when findings are applied to similar contexts or problems, enhancing the overall knowledge pool.

Q34. What does reliability in research refer to?
A) The presence of bias in research results
B) The stability and consistency of research methods and results
C) The ability to measure subjective opinions
D) The validity of the research conclusions

Correct Answer: B) The stability and consistency of research methods and results

Explanation: Reliability characterizes research methods, instruments, data, or results that are stable, consistent, and dependable.

Q35. Which term describes the ability of a procedure or device to measure the dimensions intended?

A) Reliability
B) Validity
C) Objectivity
D) Intuition

Correct Answer: B) Validity

Explanation: Validity is essential for the characteristics of entities, procedures, or devices used to measure intended dimensions in research.

Q36. What impact does personal bias have on research results?
A) It enhances the reliability of the findings
B) It does not affect the research outcomes
C) It can vitiate the results by introducing subjectivity
D) It makes the research more valid

Correct Answer: C) It can vitiate the results by introducing subjectivity

Explanation: Subjectivity can lead to personal bias, which may compromise the integrity of research results.

Q37. How is intuition described in the context of research?
A) As a method that guarantees accurate results
B) As an unimportant element of the research process
C) As a sudden idea that can solve research problems
D) As a formal technique to gather data

Correct Answer: C) As a sudden idea that can solve research problems

Explanation: Intuition plays an important role in research, as researchers may suddenly develop ideas that resolve issues hindering progress.

Q38. What is one characteristic of modern research?
A) It is always fast and efficient.
B) It is a highly intellectual and often slow process.
C) It guarantees absolute conclusions.
D) It is only conducted in academic institutions.

Correct Answer: B) It is a highly intellectual and often slow process.

Explanation: Modern research is characterized by being intellectually demanding, often taking a long time to complete and requiring dedication and effort.

Q39. What is the significance of knowledge growth and development in research?
A) It is unnecessary for improving living standards.
B) It ensures that research findings remain static.
C) It enhances human living standards through R&D.
D) It leads to immediate conclusions about knowledge.

Correct Answer: C) It enhances human living standards through R&D.

Explanation: The growth and development of knowledge through research and development (R&D) is essential for addressing problems related to sustaining and improving living standards.

Q40. Why is research considered a never-ending process?
A) Because it always leads to immediate solutions
B) Because new advances can invalidate previous findings
C) Because it is solely dependent on personal opinions
D) Because it can be concluded definitively

Correct Answer: B) Because new advances can invalidate previous findings

Explanation: Research is never-ending as any finding can become outdated or invalid due to new discoveries and advancements in knowledge.

Q41. How is science defined according to the text?
A) A collection of random facts and opinions
B) A body of knowledge showing operations of general laws and systematized knowledge
C) A subjective interpretation of various disciplines
D) A method of solving problems without empirical testing

Correct Answer: B) A body of knowledge showing operations of general laws and systematized knowledge

Explanation: Science is characterized as a body of systematized knowledge that reveals the operations of general laws relevant to various disciplines.

Q42. What does the scientific method involve according to the Random House Dictionary?
A) Identifying a problem and proposing solutions without testing
B) Identifying a problem, gathering data, formulating,

and testing a hypothesis
C) Gathering random data and presenting it without analysis
D) Conducting research based on personal beliefs and opinions

Correct Answer: B) Identifying a problem, gathering data, formulating, and testing a hypothesis

Explanation: The scientific method is defined as a structured approach that includes identifying a problem, gathering relevant data, formulating a hypothesis, and empirically testing it.

Q43. Which of the following is NOT a step in the scientific method?
A) Review of relevant literature
B) Collection of established facts and figures
C) Making assumptions without evidence
D) Testing the hypothesis based on research design

Correct Answer: C) Making assumptions without evidence

Explanation: Making assumptions without evidence is not a step in the scientific method; the method relies on empirical testing and data collection.

Q44. What is the purpose of reviewing relevant literature in the scientific method?
A) To support personal opinions
B) To assess what has already been done in the research topic
C) To ignore previous findings
D) To formulate a hypothesis without evidence

Correct Answer: B) To assess what has already been done in the research topic

Explanation: Reviewing relevant literature helps researchers understand existing work related to their research topic, which informs their study.

Q45. According to Ranganathan, how is scientific method characterized?
A) As a linear and straightforward process
B) As a cyclic process where procedures are repeated
C) As a random approach to solving problems
D) As an unstructured method of inquiry

Correct Answer: B) As a cyclic process where procedures are repeated

Explanation: The scientific method is viewed as a cyclic process, with procedures being repeated in every round of study to refine research.

Q46. What is the final step in the scientific method as?
A) Formulating new hypotheses
B) Dissemination for peer review
C) Making conclusions without analysis
D) Ignoring feedback from peers

Correct Answer: B) Dissemination for peer review

Explanation: The final step in the scientific method is the dissemination of research results for peer review, ensuring the findings are evaluated by other experts in the field.

Q47. According to Ranganathan, how does the Scientific Method operate?
A) It is a straightforward linear process.
B) It makes intellection pursue any discipline in a never-ending succession of cycles.
C) It involves only the formulation of hypotheses.
D) It relies solely on intuition without empirical testing.

Correct Answer: B) It makes intellection pursue any discipline in a never-ending succession of cycles.

Explanation: Ranganathan describes the Scientific Method as a cyclical process, where intellection continuously cycles through disciplines.

Q48. Which of the following is NOT a type of law mentioned in Ranganathan's Spiral of Scientific Method?
A) Fundamental laws
B) Deduced laws
C) Empirical laws
D) Theoretical laws

Correct Answer: D) Theoretical laws

Explanation: The types of laws in Ranganathan's Spiral include fundamental laws, deduced laws, and empirical laws, but not theoretical laws.

Q49. What characterizes Quadrant I of the Spiral of Scientific Method?
A) Use of advanced intellect and deduction.
B) Primary senses are used, along with observations of knowers.
C) Formulation of fundamental laws.
D) Collection of empirical laws through statistical calculations.

Correct Answer: B) Primary senses are used, along with observations of knowees.

Explanation: Quadrant I focuses on using primary senses for observations and finding facts.

Q50. In which quadrant is inductive logic primarily utilized to formulate empirical laws?
A) Quadrant I
B) Quadrant II
C) Quadrant III
D) Quadrant IV

Correct Answer: B) Quadrant II

Explanation: Quadrant II involves using intellect and inductive logic to formulate empirical laws based on accumulated facts.

Q51. What is a key activity in Quadrant III of Ranganathan's Spiral?
A) Formulating empirical laws.
B) Progression towards ultimate generalization and abstractness.
C) Using primary senses for observation.
D) Deriving deducted laws with machinery.

Correct Answer: B) Progression towards ultimate generalization and abstractness.

Explanation: Quadrant III focuses on the intuition that leads to generalization and the recording of fundamental laws.

Q52. Which statement is true about Quadrant IV?
A) It corresponds to the use of primary senses for observation.
B) It involves progression towards concreteness and deduction of laws.
C) It is where empirical laws are formulated.
D) It relies solely on intuition without intellect.

Correct Answer: B) It involves progression towards concreteness and deduction of laws.

Explanation: Quadrant IV emphasizes the use of intellect and deductive reasoning to derive and record laws.

Q53. What happens during the process of re-entering the spiral of scientific method?
A) New hypotheses are generated without testing.
B) Observations and experiments verify new deduced laws.
C) The spiral comes to a complete stop.
D) Only subjective observations are considered.

Correct Answer: B) Observations and experiments verify new deduced laws.

Explanation: Re-entering the spiral involves verifying the validity of new deduced laws through observations and experiments.

Q54. What leads to the continuation of movement in the spiral of scientific method?
A) Verification of old laws
B) Appearance of new empirical facts contradicting fundamental laws
C) Conducting experiments without observations
D) Reliance on subjective data

Correct Answer: B) Appearance of new empirical facts contradicting fundamental laws

Explanation: The movement in the spiral continues when new empirical facts appear that contradict existing fundamental laws.

Q55. Why is the scientific method more easily applied to natural sciences?
A) Natural sciences do not require observations.
B) Natural sciences can use subjective data.
C) Observations can be impersonal and experiments can be unhindered.
D) There are fewer mathematical calculations involved.

Correct Answer: C) Observations can be impersonal and experiments can be unhindered.

Explanation: The nature of natural sciences allows for objective observations and unhindered experiments, facilitating the application of the scientific method.

Q56. According to Pauline V. Young, what is one of the primary goals of social research?
A) To create theoretical models without data
B) To discover new facts or verify and test old facts
C) To ignore the relationship between social phenomena
D) To solely focus on quantitative data

Correct Answer: B) To discover new facts or verify and test old facts

Explanation: Social research aims to discover new facts and verify existing ones using logical and systematic techniques.

Q57. What is a limitation of research in social sciences?
A) Social phenomena are always accurately observable.
B) Social research is completely objective.
C) Social phenomena are not amenable to accurate observations like natural sciences.
D) There is no need for systematic techniques in social research.

Correct Answer: C) Social phenomena are not amenable to accurate observations like natural sciences.

Explanation: Research in social sciences faces limitations due to the subjective nature of social phenomena, which cannot always be accurately observed.

Q58. What is one of the aims of social research?
A) To create knowledge without understanding human behavior
B) To discover laws of human behavior that are final and absolute
C) To clarify doubts and correct misconceptions about social life
D) To ignore causal relationships in social phenomena

Correct Answer: C) To clarify doubts and correct misconceptions about social life

Explanation: Social research seeks to explain unexplained phenomena and clarify doubts about social life, aiding in knowledge construction.

Q59. In which field is research applied with limitations like social sciences?
A) Natural sciences
B) Engineering
C) Library and information science
D) Pure mathematics

Correct Answer: C) Library and information science

Explanation: Research in library and information science faces similar limitations as social sciences but has still produced valuable work in various areas.

Q60. How is the spiral of the scientific method characterized in terms of its nature?
A) It is closed-ended with limited application.
B) It is open-ended with unlimited scope for various rounds.
C) It stops once all data is collected.
D) It only applies to natural sciences.

Correct Answer: B) It is open-ended with unlimited scope for various rounds.

Explanation: The spiral of scientific method is open-ended, allowing for continuous exploration and application across different fields.

Q61. What is the general meaning of design in the context of research?
A) Random arrangement of elements
B) Organizing structural forms of elements with a purpose in view
C) Detailed explanation of findings
D) Only collecting data without planning

Correct Answer: B) Organizing structural forms of elements with a purpose in view

Explanation: Design in research refers to organizing elements in a structured way to achieve a specific purpose.

Q62. According to Ghosh (1984), research design is defined as:
A) A random collection of data
B) A plan of the proposed research work
C) The outcome of the research
D) A simple overview of the subject

Correct Answer: B) A plan of the proposed research work

Explanation: Research design serves as a plan outlining the proposed research work.

Q63. What does Kerlinger state about research design?
A) It is irrelevant to data collection methods.
B) It is the final step of research.
C) It is only concerned with qualitative research.
D) It includes logistical problems primarily.

Correct Answer: A) It is irrelevant to data collection methods.

Explanation: Kerlinger emphasizes that research design is separate from the method of data collection.

Q64. What is the primary function of a research design?
A) To delay the research process
B) To ensure evidence obtained answers the research question as unambiguously as possible
C) To ignore the significance of variables
D) To collect data without analysis

Correct Answer: B) To ensure evidence obtained answers the research question as unambiguously as possible

Explanation: The function of research design is to obtain clear evidence that addresses the research question.

Q65. Which of the following is NOT a component of a research design?
A) Statement of the problem
B) Method of data collection
C) Conclusion of the research
D) Analysis and interpretations

Correct Answer: C) Conclusion of the research

Explanation: While conclusions are part of the research process, they are not a specific component of the research design.

Q66. In the example provided, what is the working hypothesis related to collection building in a research library?
A) Users do not influence collection building.
B) The professional staff with maximum contact will select items that circulate most frequently.
C) Library circulation is irrelevant to collection building.
D) All materials will be selected randomly without user input.

Correct Answer: B) The professional staff with maximum contact will select items that circulate most frequently.

Explanation: The working hypothesis suggests that professional staff will choose items based on user interaction.

Q67. What is the significance of the investigation in the research design example?
A) To create random guidelines
B) To build the most useful collection for the library
C) To disregard user needs
D) To collect data without a hypothesis

Correct Answer: B) To build the most useful collection for the library

Explanation: The investigation aims to provide guidelines for creating an effective library collection.

Q68. Which variable is considered independent in the example related to research library collection building?
A) User needs
B) Library professional staff
C) Selection of materials
D) Circulation frequency

Correct Answer: C) Selection of materials

Explanation: The selection of materials is identified as the independent variable influencing the research outcome.

Q69. What is the role of controlling variables in research design?
A) To make the research subjective
B) To collect evidence on one variable while keeping others constant
C) To ignore the significance of different variables
D) To solely focus on qualitative data

Correct Answer: B) To collect evidence on one variable while keeping others constant

Explanation: Controlling variables helps in obtaining reliable data for analysis and interpretation.

Q70. Which element is included in the composition of a research design?
A) Conclusion of previous research
B) Personal opinions of the researcher
C) Time scheme for the research
D) Financial losses from previous projects

Correct Answer: C) Time scheme for the research

Explanation: A time scheme is part of the research design to plan the duration of the research process.

Unit 2 HISTORICAL RESEARCH

Q71: What is the primary focus of historical research?
A) To collect data related to current events
B) To systematically collect and evaluate data related to past occurrences
C) To conduct experiments in controlled environments
D) To develop new hypotheses without prior data
Correct Answer: B) To systematically collect and evaluate data related to past occurrences

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Q72: According to Isaac and Michael, historical research involves which of the following processes?
A) Randomly collecting facts
B) Systematically and objectively reconstructing the past
C) Only verifying existing facts
D) Observing present events without historical context
Correct Answer: B) Systematically and objectively reconstructing the past

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Q73: Which definition highlights the role of hypotheses in historical research?
A) Historical research as a mere description of past events
B) Historical research as the process of collecting and evaluating data
C) Gay's definition of historical research
D) Johnson's definition of historical research
Correct Answer: C) Gay's definition of historical research

Q74: True historical research is concerned with:
A) Merely documenting dates and events
B) Analyzing and interpreting the meanings of historical events
C) Collecting random facts without context
D) Establishing new methodologies in research
Correct Answer: B) Analyzing and interpreting the meanings of historical events

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Q75: What distinguishes true historical research from chronology?
A) Chronology does not involve any collection of data
B) Chronology merely lists events in order without interpretation
C) Chronology is more analytical than historical research
D) Chronology requires experimental verification
Correct Answer: B) Chronology merely lists events in order without interpretation

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Q76: Which of the following is NOT considered historical research?
A) A detailed narrative of past events
B) A mere collection of facts
C) An analysis of historical trends
D) A synthesis of evidence relating to past events
Correct Answer: B) A mere collection of facts

Q77: What is one of the key advantages of historical research?
A) It allows for direct experimentation with subjects
B) It provides context for understanding current

practices
C) It eliminates the need for document evaluation
D) It solely relies on modern data sources
Correct Answer: B) It provides context for understanding current practices

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Q78: Which of the following best describes a limitation of historical research?
A) It cannot use documents for analysis
B) The past can only be interpreted through available relics
C) Historical research is always objective
D) It requires extensive fieldwork
Correct Answer: B) The past can only be interpreted through available relics

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Q79: One of the purposes of historical research is to:
A) Predict future events without context
B) Discover unknown past events
C) Establish new facts without verification
D) Create timelines of present occurrences
Correct Answer: B) Discover unknown past events

Q80: How does historical research help understand the relationship between past and present?
A) By documenting current trends
B) By identifying historical patterns that shape current events
C) By disregarding past events
D) By focusing solely on present phenomena
Correct Answer: B) By identifying historical patterns that shape current events

Q81: According to Hillway (1964), which of the following is NOT a type of historical research?
A) Biographical research
B) The investigation of sources and influences
C) The creation of fictional narratives
D) Compiling bibliographies
Correct Answer: C) The creation of fictional narratives
Explanation: Hillway identifies six specific types of historical research, and creating fictional narratives is not included in these categories. The types listed focus on factual investigations and documentation of history.

Q82: Which type of historical research focuses on the history of organizations and institutions?
A) Biographical research
B) Histories of institutions and organisations
C) Studying the history of ideas
D) Editing and translating historical documents
Correct Answer: B) Histories of institutions and organizations
Explanation: This type of research involves documenting and analyzing the development and significance of specific organizations and institutions over time.

Q83: What factor influences a researcher's approach to collecting and interpreting data in historical research?
A) The geographic location of the researcher
B) The specific research question being addressed
C) The school of thought the researcher belongs to
D) The availability of funding for the research
Correct Answer: C) The school of thought the researcher belongs to
Explanation: A researcher's perspective, such as providential perspective or narrative mode, shapes how they collect and interpret historical data.

Q84: According to Michael Harris, understanding the historical definition of library functions can lead to:
A) Increased funding for libraries
B) Improved communication between libraries
C) The elimination of libraries
D) More rigorous historical research
Correct Answer: B) Improved communication between libraries
Explanation: Harris suggests that historical knowledge helps libraries communicate effectively,

as it fosters a clearer understanding of their roles and functions.

Q85: How does historical research contribute to the understanding of libraries today?
A) By providing fictional accounts of library operations
B) By documenting only recent changes in libraries
C) By enabling librarians to learn from past mistakes and successes
D) By eliminating the need for modern library services
Correct Answer: C) By enabling librarians to learn from past mistakes and successes
Explanation: Historical research offers insights into previous errors and achievements, helping librarians avoid repeating mistakes and build on successes.

Q86: What has caused a decline in the popularity of historical research in LIS according to Shiflett (1984)?
A) Lack of interest in library history
B) The perception that historical research is a waste of effort
C) Increased funding for historical projects
D) The rise of digital libraries
Correct Answer: B) The perception that historical research is a waste of effort
Explanation: Shiflett highlights a prevailing belief among some academic committees that historical research lacks rigor compared to methodologies derived from social sciences.

Q87: What does the study of library history provide to library professionals?
A) An irrelevant background
B) Significant details about library origins and developments
C) A guide for fictional storytelling
D) Solely information about current technology
Correct Answer: B) Significant details about library origins and developments
Explanation: Library history offers essential insights into how libraries have evolved, their significance, and the development of their collections over time.

Q88: In what way has the quality of historical research in LIS changed over time?
A) It has become less rigorous than before
B) It has remained constant without improvement
C) It has improved, incorporating more scientific methods
D) It has focused solely on modern methods
Correct Answer: C) It has improved, incorporating more scientific methods
Explanation: Historical research in LIS has become more rigorous and methodical, often incorporating scientific approaches at various research stages.

Q89: What purpose does historical research serve when investigating the history of libraries?
A) To replace modern library practices
B) To provide a comprehensive understanding of the cultural context of libraries
C) To create fictional narratives about libraries
D) To analyze current library technology
Correct Answer: B) To provide a comprehensive understanding of the cultural context of libraries
Explanation: Understanding the historical context of libraries enriches the comprehension of their roles in culture and society, allowing for better appreciation of present functions.

Q90: Historical research is considered a major research methodology in LIS because it:
A) Is the only method available
B) Offers insights into historical trends affecting libraries
C) Focuses solely on current trends
D) Is the easiest form of research
Correct Answer: B) Offers insights into historical trends affecting libraries
Explanation: Historical research plays a significant

role in LIS by shedding light on past developments that shape current library practices and trends.

Q91: What is the primary basis for historical research?
A. Speculation
B. Evidence
C. Opinion
D. Assumptions

Correct Answer: B. Evidence
Explanation: Historical research relies on evidence from the past, which is crucial for establishing facts and understanding historical contexts.

Q92: What factors can affect the authenticity and accuracy of historical sources?
A. Technological advancements
B. Economic, political, ethical, and social environments
C. Historical significance
D. Personal interests

Correct Answer: B. Economic, political, ethical, and social environments
Explanation: These factors can influence the presentation and interpretation of information in historical sources, impacting their reliability.

Q93: Which of the following is NOT a criterion for evaluating historical sources?
A. Authority
B. Popularity
C. Scope
D. Objectivity

Correct Answer: B. Popularity
Explanation: While authority, scope, and objectivity are important criteria for evaluating sources, popularity does not necessarily reflect their quality or reliability.

Q94: Why is it important for a historian to sift through evidence carefully?
A. To find the most recent publications
B. To narrow down relevant information and avoid surprises
C. To ensure the sources are popular
D. To include as many sources as possible

Correct Answer: B. To narrow down relevant information and avoid surprises
Explanation: Careful sifting helps historians focus on pertinent evidence and recognize unexpected insights that could influence their research.

Q95: What does the 'authority' criterion assess when evaluating a source?
A. The reputation of the publisher
B. The extent of coverage of topics
C. The opinions of the readers
D. The reliability of the information

Correct Answer: A. The reputation of the publisher
Explanation: Evaluating the authority of a source involves assessing the qualifications and reputation of the author and publisher to ensure credibility.

Q96: How can a researcher determine the 'uptodatedness' of a source?
A. By checking the author's biography
B. By looking for the publication date or last update
C. By evaluating the number of citations
D. By reviewing the bibliographies

Correct Answer: B. By looking for the publication date or last update
Explanation: The currency of information is crucial, especially in rapidly changing fields, and knowing when a source was published or updated helps assess its relevance.

Q97: What does the 'reliability' criterion focus on?
A. The breadth of topics covered
B. The popularity of the source

C. The accuracy and freedom from errors
D. The length of the documentation

Correct Answer: C. The accuracy and freedom from errors
Explanation: Reliability involves checking the information's correctness and whether it has been verified or edited to prevent the dissemination of misinformation.

Q98: What should a researcher consider regarding the 'objectivity' of a source?
A. The visual appeal of the source
B. Whether there is bias in the presentation of information
C. The author's writing style
D. The number of sources cited

Correct Answer: B. Whether there is bias in the presentation of information
Explanation: Objectivity is vital for ensuring that the information presented is balanced and not skewed towards a particular ideology or perspective.

Q99: Why is it necessary to use a variety of sources in historical research?
A. To make the research look extensive
B. To gather opinions from various perspectives
C. To ensure comprehensive and accurate understanding
D. To support personal biases

Correct Answer: C. To ensure comprehensive and accurate understanding
Explanation: Using diverse sources enriches the research and provides a well-rounded view, which is crucial for valid conclusions in historical analysis.

Q100: What is the main danger of using unfiltered information from the Internet?
A. It is usually outdated
B. It may lack proper documentation
C. It can be inaccurate and unverified
D. It is too easy to access

Correct Answer: C. It can be inaccurate and unverified
Explanation: Unfiltered Internet sources often lack editorial oversight, leading to the risk of spreading false or misleading information.

Unit 3 Survey Research

Q101: What is the main purpose of survey research?
A. To analyze historical data
B. To describe the current state-of-the-art or ground realities
C. To predict future events
D. To test laboratory hypotheses

Correct Answer: B. To describe the current state-of-the-art or ground realities
Explanation: Survey research aims to study and describe the present situation by collecting relevant facts and data.

Q102: Which of the following is an example of a large-scale descriptive survey?
A. Study of one university library's cataloging system
B. Study of circulation systems in all public libraries of a city
C. Analysis of a single library's reference service
D. Study of one library's user satisfaction

Correct Answer: B. Study of circulation systems in all public libraries of a city
Explanation: A survey becomes large-scale when it involves multiple libraries, institutions, or a wide geographical area, such as all public libraries in a city.

Q103: Which method is NOT mentioned as a technique for data collection in surveys?
A. Direct observation

B. Experimentation
C. Structured printed questionnaire
D. Telephone interviews

Correct Answer: B. Experimentation
Explanation: Experimentation is not used in surveys, which focus on observational and questionnaire-based data collection methods.

Q104: What is the role of sampling in survey research?
A. To increase the margin of error
B. To ensure accurate representation of the entire population
C. To reduce the research time
D. To exclude specific subgroups from the population

Correct Answer: B. To ensure accurate representation of the entire population
Explanation: Sampling is used to create a miniature version of the entire population to represent it accurately, making the research results generalizable.

Q105: What is a characteristic of probability sampling?
A. It is non-random and biased
B. Every element has an equal chance of being included
C. It depends on the researcher's convenience
D. It has a high margin of error

Correct Answer: B. Every element has an equal chance of being included
Explanation: Probability sampling is designed to ensure that each element in the population has a known and equal chance of being selected.

Q106: Which type of sampling involves selecting items due to the researcher's convenience?
A. Systematic sampling
B. Probability sampling
C. Stratified sampling
D. Non-probability sampling

Correct Answer: D. non-probability sampling
Explanation: Non-probability sampling is based on convenience rather than randomness, making it more prone to biases.

Q107: What is the main drawback of non-probability sampling?
A. It requires a large population
B. It has a higher margin of error and can be biased
C. It is too expensive to conduct
D. It cannot be used for qualitative research

Correct Answer: B. It has a higher margin of error and can be biased
Explanation: Non-probability sampling lacks the systematic approach of probability sampling, leading to potential biases and errors.

Q108: Which type of sampling would be suitable if every 10th member of a population is chosen systematically?
A. Random sampling
B. Non-probability sampling
C. Systematic sampling
D. Cluster sampling

Correct Answer: C. Systematic sampling
Explanation: Systematic sampling involves selecting every nth member of a population systematically, ensuring a structured method of selection.

Q109: What is a key characteristic of a library survey?
A. It is limited to one specific library activity
B. It systematically collects data on multiple libraries or a large library system
C. It focuses only on user satisfaction
D. It excludes operational data

Correct Answer: B. It systematically collects data on multiple libraries or a large library system
Explanation: Library surveys are broad in scope and cover various activities, operations, and services across multiple libraries or an entire region.

Q110: What does 'Margin of Error' in sampling refer to?
A. The cost of conducting the survey
B. The possibility of inaccuracies in the sampling results
C. The time taken to complete the sampling process
D. The influence of survey participants' opinions

Correct Answer: B. The possibility of inaccuracies in the sampling results
Explanation: The margin of error indicates the degree of potential error in sampling results, representing the extent to which the sample may differ from the entire population.

Q111: What should be the first step when conducting a survey?
A. Choosing a target population
B. Formulating the problem clearly
C. Preparing a questionnaire
D. Analyzing the data collected

Correct Answer: B. Formulating the problem clearly
Explanation: The first step in conducting a survey is to clearly define and formulate the research problem, including its scope and parameters.

Q112: Why is it important to pretest a questionnaire on a small population?
A. To test the researcher's patience
B. To identify any potential issues or ambiguities
C. To increase the sample size
D. To ensure the use of complex language

Correct Answer: B. To identify any potential issues or ambiguities
Explanation: Pretesting helps in identifying any flaws, ambiguities, or misunderstandings in the questionnaire before it is used on a larger scale.

Q113: What attitude should a researcher adopt while recording verbal answers?
A. Neutral and detached
B. Critical and questioning
C. Defensive and confrontational
D. Persuasive and engaging

Correct Answer: A. Neutral and detached
Explanation: A researcher should remain neutral, detached, and disinterested in the outcomes to avoid bias and faithfully record respondents' opinions.

Q114: Which of the following is NOT a reason for non-cooperation from respondents?
A. Lack of time
B. Fear of revealing information
C. Lack of interest
D. High incentives offered

Correct Answer: D. High incentives offered
Explanation: High incentives would usually encourage participation, not lead to non-cooperation.

Q115: What is a major disadvantage of outsourcing data collection?
A. It is too time-consuming
B. It can result in unreliable data
C. It eliminates the need for surveys
D. It reduces survey costs

Correct Answer: B. It can result in unreliable data
Explanation: Outsourcing may lead to unreliable or fabricated data, depriving the researcher of firsthand experience.

Q116: What is considered an acceptable response rate in survey research?
A. 10%

B. 20%
C. 40%
D. 80%

Correct Answer: C. 40%
Explanation: A response rate of 40% is considered sufficient in survey research, though not high.

Q117: Why might respondents provide deliberate wrong information?
A. To extend the survey period
B. Due to ambiguous questions or misinterpretation
C. To support the researcher's hypothesis
D. To increase the sample size

Correct Answer: B. Due to ambiguous questions or misinterpretation
Explanation: Ambiguously worded questions can lead to misinterpretations, resulting in respondents giving incorrect answers, sometimes intentionally.

Q118: What is a natural tendency of human beings when responding to surveys?
A. To reveal personal information freely
B. To show only the ideal or bright side of themselves
C. To refuse to answer any questions
D. To always give accurate information

Correct Answer: B. To show only the ideal or bright side of themselves
Explanation: Respondents tend to present themselves in a favorable light, often exaggerating their positive behaviors or accomplishments.

Q119: How should a researcher deal with unclear or ambiguous answers?
A. Ignore them completely
B. Accept them as valid responses
C. Attempt to cross-verify or ask for clarification
D. Replace them with the most likely answer

Correct Answer: C. Attempt to cross-verify or ask for clarification
Explanation: Cross-verification or seeking clarification can help ensure the validity of responses and reduce ambiguity.

Q120: Why might official records sometimes be unreliable in a survey?
A. They are too detailed
B. They are based on outdated sources
C. They may be manipulated to show higher performance
D. They are not accessible to researchers

Correct Answer: C. They may be manipulated to show higher performance
Explanation: Official records can sometimes be manipulated to depict a better performance than reality, which can mislead researchers.

Q121: What are the two main approaches to conducting observations?
A. By using cameras and notebooks
B. By observing secretly or informing the informants
C. By using questionnaires or telephonic surveys
D. By using computers and software

Correct Answer: B. By observing secretly or informing the informants
Explanation: Observations can be conducted by either informing the informants beforehand or in a hidden manner without their knowledge.

Q122: What is a major drawback when observing people who know they are being watched?
A. They become more cooperative
B. Their behavior may be distorted or manipulated
C. They may leave the area
D. They become hostile

Correct Answer: B. Their behavior may be distorted or manipulated
Explanation: People often alter their behavior when they are aware of being observed, seeing less natural and authentic.

Q123: How can the ethical issue of observing people secretly be minimized?
A. By using cameras and microphones
B. By observing from a long distance
C. By becoming a participant observer
D. By taking anonymous notes

Correct Answer: C. By becoming a participant observer
Explanation: The researcher can minimize ethical concerns by joining the group as a participant, allowing them to observe more naturally and with fewer ethical issues.

Q124: In which field has the participant observation method been especially effective?
A. Industrial research
B. Cultural and anthropological studies
C. Market research
D. Scientific experiments

Correct Answer: B. Cultural and anthropological studies
Explanation: Participant observation has been highly effective in anthropological and cultural studies, where the researcher lives among the group to gather detailed insights.

Q125: What is a primary quality that a well-designed questionnaire should have?
A. It should be lengthy and detailed
B. It should contain complex questions
C. It should be brief, clear, and to the point
D. It should include personal information questions

Correct Answer: C. It should be brief, clear, and to the point
Explanation: A good questionnaire should be straightforward, focused, and concise to facilitate better responses from participants.

Q126: Why should anonymity be promised to respondents?
A. To collect as much data as possible
B. To protect their privacy and encourage honest responses
C. To increase the length of the questionnaire
D. To make it more entertaining

Correct Answer: B. To protect their privacy and encourage honest responses
Explanation: Promising anonymity helps build trust and ensures respondents feel comfortable providing truthful answers.

Q127: What is a major advantage of telephonic surveys?
A. They are time-consuming
B. They can be conducted at a mutually convenient time
C. They are difficult to administer
D. They are suitable only for local areas

Correct Answer: B. They can be conducted at a mutually convenient time
Explanation: Telephonic surveys allow the researcher and respondent to choose a convenient time for discussion, enhancing participation.

Q128: Which of the following is a problem associated with telephonic surveys?
A. They are costly
B. There is no record of what was said unless recorded
C. They require face-to-face interaction
D. They have a low response rate

Correct Answer: B. There is no record of what was said unless recorded
Explanation: Unless the conversation is recorded, there is no evidence of what was discussed, which can lead to potential disputes or misunderstandings later.

Q129: Why are telephonic surveys preferred when respondents are geographically scattered?
A. They reduce travel costs and time
B. They require less equipment
C. They allow for face-to-face discussions
D. They can be performed anonymously

Correct Answer: A. They reduce travel costs and time
Explanation: Telephonic surveys are economical in terms of both time and money, making them ideal for surveys involving respondents from remote or widely spread areas.

Q130: Which of the following is NOT a recommended quality of a good questionnaire?
A. Including only relevant questions
B. Being lengthy and detailed
C. Being brief and clear
D. Offering anonymity to respondents

Correct Answer: B. Being lengthy and detailed
Explanation: Lengthy questionnaires tend to discourage respondents and reduce response rates, making them less effective.

Q131: What problem does new technology help solve in survey research?
A. Sampling issues
B. Problems of conventional survey instruments
C. Ethical concerns in research
D. Lack of theoretical framework

Correct Answer: B. Problems of conventional survey instruments
Explanation: New technology, such as electronic surveys, addresses issues associated with traditional print and telephonic surveys by offering more flexibility, lower costs, and easier data management.

Q132: Which software is mentioned for processing electronically collected survey data?
A. Excel
B. Python
C. SPSS
D. Tableau

Correct Answer: C. SPSS
Explanation: SPSS (Statistical Package for Social Sciences) is recommended for processing electronically collected data in social science research.

Q133: What is a significant advantage of web-based surveys compared to telephonic surveys?
A. They require less internet bandwidth
B. They ensure physical presence
C. Respondents can answer at any convenient time
D. They offer in-person interaction

Correct Answer: C. Respondents can answer at any convenient time
Explanation: Web-based surveys are advantageous because respondents can answer at their own convenience, unlike telephonic surveys which require a mutually suitable time.

Q134: What is a major drawback of electronic surveys?
A. High costs of implementation
B. Limited geographical reach
C. Digital divide and lack of internet access
D. Difficulty in data analysis

Correct Answer: C. Digital divide and lack of internet access
Explanation: The digital divide poses a challenge for electronic surveys, as not everyone has access to or is comfortable using the internet, especially older generations.

Q135: What can help in gathering email IDs for conducting electronic surveys?
A. Library databases
B. Email directories
C. Newsgroups and listservs
D. Phone directories

Correct Answer: C. Newsgroups and listservs
Explanation: Newsgroups and listservs, where

professionals with common interests share their contact details, can help researchers find email IDs for electronic surveys.

Q136: Why is survey research particularly suited for library and information management studies?
A. It involves complex experiments
B. It has been widely used in previous studies
C. It does not require data collection
D. It is based on theoretical analysis only

Correct Answer: B. It has been widely used in previous studies
Explanation: Survey research is commonly used in library and information management studies to assess various aspects such as public library services, information needs, and the use of technology.

Q137: What type of logic is mostly used in survey research?
A. Deductive logic
B. Inductive logic
C. Abductive logic
D. Reductive logic

Correct Answer: B. Inductive logic
Explanation: Survey research uses inductive logic, drawing general conclusions from specific data collected during the research.

Q138: Which of the following is an example of survey research in library science?
A. Experimental research on cataloging methods
B. A survey of information needs of soil scientists
C. Historical research on ancient manuscripts
D. A case study of one public library

Correct Answer: B. A survey of information needs of soil scientists
Explanation: Survey research often includes studies like the one on the information needs of soil scientists, focusing on data collection through questionnaires and other survey methods.

Q139: What is the recommended approach for designing a questionnaire?
A. Include detailed personal questions
B. Make it brief and simple
C. Use technical jargon frequently
D. Make it as lengthy as possible

Correct Answer: B. Make it brief and simple
Explanation: A well-designed questionnaire should be brief, straightforward, and easy to understand, ensuring higher response rates and more accurate data.

Q140: What is the main benefit of electronic data collection over conventional methods?
A. High equipment cost
B. Clerical errors in data transfer
C. Direct downloading and processing
D. Complex data classification

Correct Answer: C. Direct downloading and processing
Explanation: Electronic data collection allows direct downloading and processing of information, eliminating clerical errors and saving time in data management.

Unit 4 – Experimental Research

Q141: What is the literal meaning of the term 'experiment'?
A. To apply established methods repeatedly
B. To test or try something new for the first time
C. To analyze existing data sets
D. To replicate existing experiments in a controlled environment

Correct Answer: B. To test or try something new for the first time
Explanation: The literal meaning of an experiment

is to test something new or to try it for the first time to study its effectiveness or potential defects.

Q142: What is the central focus of the experimental method in scientific research?
A. Describing existing phenomena
B. Establishing correlations
C. Studying cause-effect relationships
D. Conducting surveys

Correct Answer: C. Studying cause-effect relationships
Explanation: The experimental method is primarily concerned with studying cause-effect relationships between two variables through direct observation and measurement.

Q143: Where are experimental studies ideally conducted to maintain controlled conditions?
A. Public spaces
B. Laboratories
C. Classrooms
D. Libraries

Correct Answer: B. Laboratories
Explanation: Laboratories provide controlled conditions ideal for studying cause-effect relationships between variables, making them suitable for experimental research.

Q144: What are the two main types of variables in experimental research?
A. Continuous and Discrete
B. Independent and Dependent
C. Quantitative and Qualitative
D. Primary and Secondary

Correct Answer: B. Independent and Dependent
Explanation: In experimental research, variables are categorized as independent (causal) and dependent (affected) variables.

Q145: What type of research design is used to establish cause-effect relationships in experimental research?
A. Historical design
B. Experimental design
C. Descriptive design
D. Ethnographic design

Correct Answer: B. Experimental design
Explanation: Experimental research design is specifically used to establish cause-effect relationships between variables.

Q146: Which type of experimental design is *not*?
A. Pre-experimental design
B. Quasi-experimental design
C. True experimental design
D. Cross-sectional design

Correct Answer: D. Cross-sectional design
Explanation: Pre-experimental, quasi-experimental, and true experimental designs, but not cross-sectional design.

Q147: What is the purpose of forming a null hypothesis in experimental research?
A. To identify independent variables
B. To predict the exact outcome
C. To state that no difference exists between two variables
D. To show cause-effect relationships explicitly

Correct Answer: C. To state that no difference exists between two variables
Explanation: A null hypothesis states that there is no statistically significant difference between experimental and control groups, implying no effect or relationship between variables.

Q148: Which of the following best defines a *null hypothesis*?
A. A statement indicating a strong correlation between two variables
B. A prediction that significant differences exist

between variables
C. An assumption that no statistically significant difference exists
D. A prediction of a specific outcome for the control group

Correct Answer: C. An assumption that no statistically significant difference exists
Explanation: A null hypothesis assumes that no statistically significant difference exists between the experimental and control groups.

Q149: How is a hypothesis typically formulated in experimental research?
A. Through deductive logic alone
B. Based on random assumptions
C. Through long observation and literature review
D. By analyzing experimental results beforehand

Correct Answer: C. Through long observation and literature review
Explanation: A hypothesis is usually formulated through inductive logic, based on extensive observation and review of existing literature.

Q150: What logical approach is used when applying a hypothesis to specific instances in experimental research?
A. Abductive logic
B. Reductive logic
C. Deductive logic
D. Inductive logic

Correct Answer: C. Deductive logic
Explanation: Deductive logic is used to apply a general hypothesis to specific instances to test its validity in experimental research.

Q151: Why is sampling necessary in research procedures?
A. To ensure a broader scope of research
B. To eliminate the need for statistical analysis
C. To study a smaller, representative group when the population is too large
D. To include only specific cases in the study

Correct Answer: C. To study a smaller, representative group when the population is too large
Explanation: Sampling is used to create a manageable subset of a larger population that accurately represents the group, making it easier to conduct research.

Q152: What should a sample represent when conducting research?
A. A random selection of any group
B. A homogeneous and representative subset of the population
C. A diverse collection of unrelated subjects
D. A group that includes outliers

Correct Answer: B. A homogeneous and representative subset of the population
Explanation: A sample should be homogeneous and representative of the population being studied to ensure the accuracy and validity of the research results.

Q153: What is the acceptable margin of error for a representative sample in experimental research?
A. 1%
B. 5%
C. 10%
D. 15%

Correct Answer: B. 5%
Explanation: A 5% margin of error is considered acceptable in most research studies to indicate the sample's accuracy in representing the entire population.

Q154: What is an experimental group in research?
A. A group that is left in its natural condition
B. A group that is not treated or exposed
C. A group that receives treatment to observe changes
D. A group excluded from the research study

Correct Answer: C. A group that receives treatment to observe changes
Explanation: The experimental group is exposed to a particular treatment to study the effects on the dependent variable.

Q155: What is a control group in research?
A. A group that is manipulated and tested
B. A group that remains static and receives no treatment
C. A group that undergoes major changes
D. A group that is used to implement new interventions

Correct Answer: B. A group that remains static and receives no treatment
Explanation: The control group is kept in its natural condition without receiving any treatment, serving as a benchmark for comparison.

Q156: What is the primary focus of internal validity in research?
A. Generalizability of results
B. Accuracy of observation and measurement of the dependent variable
C. Randomization of sampling
D. Applicability of findings to a wider context

Correct Answer: B. Accuracy of observation and measurement of the dependent variable
Explanation: Internal validity ensures that the changes in the dependent variable are solely due to the influence of the independent variable, not other factors.

Q157: What does external validity in research refer to?
A. Validity of statistical tests
B. Level of control in laboratory experiments
C. Generalizability of the research results
D. Comparison between independent variables

Correct Answer: C. Generalizability of the research results
Explanation: External validity is concerned with how well the results can be generalized or applied to other settings, groups, or situations beyond the study.

Q158: Why do laboratory experiments typically have high internal validity?
A. Because they are conducted in natural settings
B. Because external variables are left uncontrolled
C. Because independent variables can be precisely controlled
D. Because they are conducted without any variables

Correct Answer: C. Because independent variables can be precisely controlled
Explanation: Laboratory experiments allow precise control over independent variables, ensuring that any changes in the dependent variable can be accurately measured.

Q159: What is randomization in research?
A. Assigning participants to groups without bias
B. Selecting participants based on their preferences
C. Ensuring all participants have identical characteristics
D. Controlling the experimental setting without variables

Correct Answer: A. Assigning participants to groups without bias
Explanation: Randomization is the process of assigning participants to different groups purely by chance to avoid selection bias and ensure comparable groups.

Q160: Why might experiments be repeated with different groups or on different days?
A. To increase the sample size
B. To minimize the influence of sampling errors
C. To ensure better external validity of results
D. To vary the dependent variable

Correct Answer: C. To ensure better external validity of results
Explanation: Repeating experiments with different groups or on different days helps to ensure that the findings are consistent and can be generalized to a broader population.

Q161: What is a major limitation of conducting experiments in a laboratory?
A. The inability to control any variables
B. Artificial conditions may not truly represent real-world situations
C. The lack of resources for testing
D. It provides the best results in behavioral sciences

Correct Answer: B. Artificial conditions may not truly represent real-world situations
Explanation: Experiments in a laboratory may not capture the complexity and realism of natural or real-world settings, making the findings less applicable to broader situations.

Q162: Why is it difficult to apply the experimental method to social sciences?
A. It focuses on controlling too many variables at once
B. It ignores all types of variables
C. It assumes a simple relationship between single variables
D. It does not require human participants

Correct Answer: C. It assumes a simple relationship between single variables
Explanation: Social sciences deal with complex interactions among multiple variables, making it hard to isolate and study them individually, as assumed in a traditional experimental approach.

Q163: What does John W. Best suggest about human events and variables?
A. Human events are usually the result of single causes
B. Human events cannot be understood using controlled variables
C. Human events result from the interaction of many variables
D. Human events should not be studied scientifically

Correct Answer: C. Human events result from the interaction of many variables
Explanation: Human behavior is influenced by a multitude of interacting factors, making it difficult to study using a single variable approach.

Q164: Why is it challenging to conduct experiments on human subjects?
A. They can be manipulated like chemicals
B. Humans have inherent biases when under observation
C. Human beings cannot manipulate their natural behavior
D. They do not show any reaction to experimentation

Correct Answer: B. Humans have inherent biases when under observation
Explanation: When humans know they are being observed, they may alter their natural behavior, which can lead to skewed results.

Q165: What ethical consideration should be taken when conducting research on human beings?
A. Treat them as samples for scientific study
B. Ensure their right to privacy and use data only for research purposes
C. Pass on the collected information to third parties
D. Restrict their access to research findings

Correct Answer: B. Ensure their right to privacy and use data only for research purposes
Explanation: Ethical research practices include protecting participants' privacy and ensuring that any data collected is used solely for the intended research purposes.

Q166: Which of the following is a reason why experimental results may not reflect objective reality in social sciences?
A. Human beings can be easily placed under controlled conditions
B. Experiments are always conducted ethically
C. The inherent biases of the experimenter may influence results
D. Social science experiments always provide accurate results

Correct Answer: C. The inherent biases of the experimenter may influence results
Explanation: Experimenters may have personal biases that can influence the way they observe or interpret the behavior of human participants.

Q167: What must a researcher do before studying an individual human being?
A. Collect data without informing them
B. Manipulate the results for accuracy
C. Obtain prior permission and explain the research purpose
D. Ignore their privacy rights

Correct Answer: C. Obtain prior permission and explain the research purpose
Explanation: Researchers need to get informed consent and explain the aims and potential risks of the study to the participant before conducting the research.

Q168: Which of the following is an ethical guideline for research involving animals?
A. Use as many animals as possible
B. Do not provide any information to peers
C. Avoid subjecting animals to any cruelty
D. Manipulate the data to ensure positive results

Correct Answer: C. Avoid subjecting animals to any cruelty
Explanation: Ethical research with animals involves treating them humanely and ensuring that no unnecessary harm or cruelty is inflicted.

Q169: What should a researcher do if their data is under suspicion?
A. Hide the data to protect their reputation
B. Destroy all research records
C. Make the data available to peers and reviewers
D. Stop the research immediately

Correct Answer: C. Make the data available to peers and reviewers
Explanation: Sharing data with peers and reviewers ensures transparency and allows for the verification of the research findings.

Q170: Why can't human beings be treated like chemicals in experimental research?
A. They have predictable behaviors
B. Their reactions can be precisely measured
C. They cannot be isolated and manipulated easily
D. They can be tested in a laboratory environment

Correct Answer: C. They cannot be isolated and manipulated easily
Explanation: Human beings have complex emotions, thoughts, and behaviors, which makes it difficult to study them in a controlled and isolated manner like chemical substances.

Unit 5 FUNDAMENTAL, APPLIED AND ACTION RESEARCH

Q171: What does the term "scientific method" imply?
A. Only methods used by pure scientists
B. Any objective and verifiable method to discover new knowledge
C. A method that cannot be questioned
D. Only methods used in laboratory experiments

Correct Answer: B. Any objective and verifiable method to discover new knowledge
Explanation: The scientific method refers to any systematic approach that is objective and verifiable, aimed at discovering new knowledge.

Q172: What is essential for research methodology to be considered valid?
A. It must only use experimental methods
B. It must employ the scientific method
C. It should focus on historical analysis
D. It should be based on common sense

Correct Answer: B. It must employ the scientific method
Explanation: Research methodology is considered valid only if it uses the scientific method, which is necessary for objective research.

Q173: What role does imagination play in the scientific method?
A. It is unnecessary for hypothesis formation
B. It is crucial for forming hypotheses
C. It complicates the research process
D. It is only useful in descriptive research

Correct Answer: B. It is crucial for forming hypotheses
Explanation: Imagination is essential in forming hypotheses, particularly in research that seeks to explore cause-effect relationships.

Q174: Which of the following is NOT a step in the scientific method?
A. Identification and formulation of the problem
B. Data analysis and conclusion
C. Formation of hypotheses
D. Application of common sense

Correct Answer: D. Application of common sense
Explanation: While common sense can guide problem-solving, it is not outlined as a formal step in the scientific method.

Q175: What does S.R. Ranganathan's "Spiral of Scientific Method" illustrate about scientific progress?
A. Science is a stagnant process
B. Science moves in a linear fashion
C. Science is a circular process that continuously evolves
D. Science does not account for growth

Correct Answer: C. Science is a circular process that continuously evolves
Explanation: Ranganathan's spiral metaphor emphasizes that science progresses continuously while revisiting and building upon previous knowledge.

Q176: What is the primary aim of the scientific method?
A. To generate theories without testing
B. To create new knowledge or correct existing facts
C. To simplify complex problems
D. To avoid transparency in research

Correct Answer: B. To create new knowledge or correct existing facts
Explanation: The scientific method aims to discover or generate new knowledge and to correct or refine existing theories and facts.

Q177: What is nature of research?
A. Research is a straightforward and mechanical process
B. Research is simple and does not require much effort
C. Research is complex, requiring hard work and ingenuity
D. Research can always be completed in a short time

Correct Answer: C. Research is complex, requiring hard work and ingenuity
Explanation: Research may appear mechanical, it is, in fact, complex and demanding.

Q178: How does define a "scientific method"?
A. It only applies to physical sciences
B. It is a standardized procedure for generalizing data
C. It disregards ethical considerations
D. It relies solely on personal opinion

Correct Answer: B. It is a standardized procedure for generalizing data
Explanation: The scientific method involves a systematic approach to collecting and analyzing data to formulate generalizable theories.

Q179: What role does a crime investigator play in illustrating the scientific method?
A. They rely solely on intuition
B. They use systematic observation and correlation
C. They do not apply scientific methods
D. They only work with physical evidence

Correct Answer: B. They use systematic observation and correlation
Explanation: A crime investigator employs systematic methods of observation and correlation to solve cases, exemplifying the application of the scientific method.

Q180: What is highlighted as a common characteristic of methods in social sciences and humanities?
A. They are not considered scientific
B. They focus exclusively on historical data
C. They employ scientific methods as well
D. They lack a structured approach

Correct Answer: C. They employ scientific methods as well
Explanation: Research methods in social sciences and humanities are also scientific, using the same rigorous approach to inquiry.

Q181: How is the spiral structure divided to illustrate the scientific method?
A. Into three quadrants
B. Into four quadrants
C. Into five quadrants
D. Into two quadrants

Correct Answer: B. Into four quadrants
Explanation: The spiral is divided into four quadrants by two perpendicular lines intersecting at the center.

Q182: What does the term "nadir" refer to in the context of the spiral structure?
A. The highest point
B. The lowest point
C. Going upwards
D. Going downwards

Correct Answer: B. The lowest point
Explanation: "Nadir" literally means the lowest point and is located at the lower end of the vertical line in the spiral structure.

Q183: Which quadrant is referred to as the "empirical phase"?
A. First quadrant
B. Second quadrant
C. Third quadrant
D. Fourth quadrant

Correct Answer: A. First quadrant
Explanation: The first quadrant, located at the nadir, is known as the empirical phase where data is collected.

Q184: What is the primary activity in the second quadrant of the spiral?
A. Data collection
B. Data verification
C. Data processing
D. Law deduction

Correct Answer: C. Data processing
Explanation: In the second quadrant, known as the hypothesis phase, data is collected, tabulated, classified, and analyzed.

Q185: What logical approach is used in the second quadrant to formulate hypotheses?
A. Deductive logic
B. Inductive logic
C. Common sense
D. Intuitive reasoning

Correct Answer: B. Inductive logic
Explanation: In the second quadrant, hypotheses are drawn using inductive logic and intuition based on analyzed data.

Q186: What happens in the third quadrant of the spiral?
A. Data is collected
B. Laws are deduced
C. Higher generalizations are drawn
D. Hypotheses are formulated

Correct Answer: B. Laws are deduced
Explanation: The third quadrant is known as the deductive phase, where laws are deduced using deductive logic.

Q187: What is the purpose of the fourth quadrant in the spiral?
A. To formulate hypotheses
B. To collect empirical data
C. To test and verify laws
D. To analyze qualitative data

Correct Answer: C. To test and verify laws
Explanation: The fourth quadrant, known as the verification phase, involves testing and verifying the laws formulated in the third quadrant.

Q188: What statistical techniques may be used in the fourth quadrant?
A. To formulate hypotheses
B. To support or disprove hypotheses
C. To collect qualitative data
D. To gather empirical observations

Correct Answer: B. To support or disprove hypotheses
Explanation: Statistical techniques may be applied in the verification phase to support or disprove the formulated hypotheses.

Q189: What does the spiral movement represent in the context of scientific research?
A. A static process of inquiry
B. Continuous progress in knowledge discovery
C. A return to previous research phases
D. A method limited to quantitative research

Correct Answer: B. Continuous progress in knowledge discovery
Explanation: The spiral movement indicates that science is progressive, constantly scaling new heights and discovering new knowledge.

Q190: In which quadrant is the "ground situation" assessed?
A. First quadrant
B. Second quadrant
C. Third quadrant
D. Fourth quadrant

Correct Answer: B. Second quadrant
Explanation: The ground situation is assessed in the second quadrant during the hypothesis phase after data is analyzed.

More info

Quadrant	Span/Situation	Phase of Research	Method/Tool
I	N –A South-West	Empirical	Experience and ob servation/ literature survey
II	A-Z North-West	Hypothesizing	Intitution & Imagi nation
III	Z-D North-East	Deductive	Intellection/ Logic/ Statistics
IV	D-N South-East	Verification	Applications/ Math ematics

Q191: How many types of research are traditionally categorized based on immediate

purpose?
A. Two types
B. Three types
C. Four types
D. Five types

Correct Answer: B. Three types
Explanation: Traditionally, research is categorized into three types: Basic Research, Applied Research, and Action Research.

Q192: What is another name for Basic Research?
A. Practical Research
B. Theoretical Research
C. Action Research
D. Experimental Research

Correct Answer: B. Theoretical Research
Explanation: Basic Research is also known as pure, fundamental, or theoretical research, focusing on knowledge for its own sake.

Q193: What is the main aim of Basic Research?
A. To solve immediate problems
B. To produce new knowledge
C. To develop practical applications
D. To conduct surveys

Correct Answer: B. To produce new knowledge
Explanation: Basic Research aims to generate new knowledge regardless of any immediate application or use.

Q194: Which of the following is an example of Applied Research?
A. Five Laws of Library Science
B. Historical Research
C. Action Research
D. Pure Theory Development

Correct Answer: C. Action Research
Explanation: Action Research is a type of Applied Research conducted to solve immediate problems in theory or practice.

Q195: What characterizes Applied Research?
A. It is conducted purely for knowledge.
B. It aims to solve practical problems.
C. It has no immediate applications.
D. It is solely theoretical.

Correct Answer: B. It aims to solve practical problems.
Explanation: Applied Research focuses on addressing immediate problems or needs in various fields.

Q196: How is the distinction between Basic and Applied Research described?
A. Clear and permanent
B. Superficial and temporary
C. Rigid and fixed
D. Unchangeable

Correct Answer: B. Superficial and temporary
Explanation: The distinction between Basic and Applied Research is described as superficial, illusory, and temporary.

Q197: What does imply about the relationship between Basic and Applied Research?
A. They are completely unrelated.
B. They do not share methods and techniques.
C. They often influence and interact with each other.
D. Basic Research is more important than Applied Research.

Correct Answer: C. They often influence and interact with each other.
Explanation: Many problems for theoretical research emerge from practical failures, indicating an interaction between the two.

Q198: What is an example of a discovery that initially seemed useless but later found applications?
A. Telephone

B. X-ray
C. Television
D. Internet

Correct Answer: B. X-ray
Explanation: The discovery of X-rays was accidental and had no immediate use at the time, but now has numerous practical applications.

Q199: What do the Five Laws of Library Science by S.R. Ranganathan represent?
A. Theoretical knowledge with no practical use
B. Practical solutions for library management
C. A historical account of library science
D. A method for conducting basic research

Correct Answer: B. Practical solutions for library management
Explanation: The Five Laws of Library Science put knowledge to work, representing practical applications in the field of library management.

Q200: What is the ultimate characteristic of knowledge?
A. It is purely theoretical.
B. It is always utilitarian.
C. It has no applications.
D. It is irrelevant to society.

Correct Answer: B. It is always utilitarian.
Explanation: All knowledge is utilitarian, ultimately finding applications in various fields.

Q201: What distinguishes research methods from research techniques?
A. Research methods are more complex than techniques.
B. Research methods include various approaches like descriptive and experimental.
C. Research techniques are more important than methods.
D. Research methods are solely focused on data collection.

Correct Answer: B. Research methods include various approaches like descriptive and experimental.
Explanation: Research methods encompass different approaches, including descriptive, comparative, exploratory, diagnostic, experimental, and historical.

Q202: Which of the following is an example of Descriptive Research?
A. A comparative study of public libraries in two cities
B. A survey of reading habits among housewives
C. An experimental investigation of library user behavior
D. A historical analysis of library systems

Correct Answer: B. A survey of reading habits among housewives
Explanation: Descriptive Research aims to study and report the status of a current situation, as seen in surveys like this one.

Q203: What type of questions does Descriptive Research primarily seek to answer?
A. How and Why
B. What, Who, When, and Where
C. Which and Whom
D. Where and How

Correct Answer: B. What, Who, When, and Where
Explanation: Descriptive Research is focused on answering these specific types of questions.

Q204: What is the first stage of Descriptive Research?
A. Collecting data
B. Literature review
C. Defining the problem
D. Reporting conclusions

Correct Answer: B. Literature review
Explanation: The first stage involves conducting a literature review to understand previous work and identify problems.

Q205: What does Comparative Research aim to achieve?
A. To study a single entity in depth
B. To compare and contrast multiple entities
C. To formulate a hypothesis
D. To conduct historical analysis

Correct Answer: B. To compare and contrast multiple entities
Explanation: Comparative Research involves comparing two or more entities to identify their best features and shortcomings.

Q206: What is a limitation of Comparative Research?
A. It always leads to clear conclusions.
B. Every entity exists in a different environment.
C. It requires extensive literature review.
D. It cannot be applied in library science.

Correct Answer: B. Every entity exists in a different environment.
Explanation: The limitation lies in the fact that each entity's features may not work outside their specific context.

Q207: What is the primary purpose of Exploratory Research?
A. To test hypotheses rigorously
B. To gather detailed quantitative data
C. To explore the viability of a research problem
D. To formulate a final research conclusion

Correct Answer: C. To explore the viability of a research problem
Explanation: Exploratory Research is conducted to assess the feasibility of pursuing a particular research idea or problem.

Q208: Which of the following is NOT a step in Exploratory Research?
A. Conducting preliminary literature review
B. Testing hypotheses
C. Consulting with colleagues and experts
D. Identifying variables

Correct Answer: B. Testing hypotheses
Explanation: In Exploratory Research, researchers do not test or prove hypotheses; instead, they focus on gathering insights.

Q209: What does the term "heuristic approach" refer to in the context of Exploratory Research?
A. A rigid methodology
B. A method of following a fixed path
C. A trial-and-error learning process
D. A strictly quantitative analysis

Correct Answer: C. A trial-and-error learning process
Explanation: A heuristic approach involves exploration and adaptation as researchers seek to refine their research focus.

Q210: Why is Exploratory Research considered an initial step in a longer research process?
A. It provides definitive answers to research questions.
B. It is not necessary for all research projects.
C. It helps to refine and clarify the research problem.
D. It eliminates the need for further investigation.

Correct Answer: C. It helps to refine and clarify the research problem.
Explanation: Exploratory Research serves as a foundation for further investigation, helping to define and clarify the research focus.

Q211: What is the primary goal of Diagnostic Research?
A. To perform in-depth historical analysis
B. To identify and solve a specific problem
C. To conduct large-scale surveys
D. To formulate general theories

Correct Answer: B. To identify and solve a specific problem

Explanation: Diagnostic Research focuses on problem identification and finding solutions through a systematic approach.

Q212: Which of the following is NOT a phase of Diagnostic Research?
A. Emergence and identification of the problem
B. Clinical observation
C. Diagnosis of its roots and causes
D. Suggesting a possible solution

Correct Answer: B. Clinical observation
Explanation: While clinical observation is a method of data collection, it is not specifically listed as a phase of Diagnostic Research.

Q213: What are the four major ways to yield data in Diagnostic Research?
A. Case history, clinical observation, surveys, and experiments
B. Case history, clinical observation, informal testing, and formal standardized testing
C. Interviews, case studies, experiments, and surveys
D. Observations, questionnaires, case studies, and interviews

Correct Answer: B. Case history, clinical observation, informal testing, and formal standardized testing
Explanation: These methods provide insights necessary for diagnosis in Diagnostic Research.

Q214: In the context of Diagnostic Research, what is the purpose of conducting a case study or interview?
A. To gather quantitative data for statistical analysis
B. To understand the life cycle of an individual and their influences
C. To test hypotheses and confirm theories
D. To compare different entities and their features

Correct Answer: B. To understand the life cycle of an individual and their influences
Explanation: Case studies and interviews aim to gather in-depth information about individuals and their experiences.

Q215: How is Clinical Observation used in Diagnostic Research?
A. To conduct surveys about reading habits
B. To observe behavior using formal or informal methods
C. To diagnose problems in library management systems
D. To evaluate the effectiveness of treatment methods

Correct Answer: B. To observe behavior using formal or informal methods
Explanation: Clinical observation focuses on understanding behavior and performance through various observation techniques.

Q216: What is the main focus of Social Research?
A. To study individual behavior in depth
B. To gather data from a large number of cases at a particular time
C. To conduct experiments in controlled settings
D. To analyze historical events and their implications

Correct Answer: B. To gather data from a large number of cases at a particular time
Explanation: Social Research involves collecting data from large populations to assess trends and conditions.

Q217: Which statement describes the nature of social surveys?
A. They focus exclusively on individual preferences.
B. They are primarily historical analyses.
C. They portray a prevailing condition at a given

time.
D. They aim to prove specific hypotheses.

Correct Answer: C. They portray a prevailing condition at a given time.
Explanation: Social surveys are designed to capture the status of various factors in a population at a specific moment.

Q218: What is an example of a well-known social survey?
A. Kinsey's survey of American sexual behavior
B. A survey of library collection sizes
C. A study of reading habits in children
D. An analysis of historical library systems

Correct Answer: A. Kinsey's survey of American sexual behavior
Explanation: Kinsey's surveys are noted as classic examples of comprehensive social surveys.

Q219: What is a potential drawback of social research surveys?
A. They require minimal planning.
B. A small error in sampling may lead to wrong results.
C. They always produce definitive answers.
D. They are inexpensive and easy to conduct.

Correct Answer: B. A small error in sampling may lead to wrong results.
Explanation: Social research is sensitive to sampling errors, which can significantly affect the accuracy of the findings.

Q220: How can Social Research methods be implemented?
A. Only through mailed questionnaires
B. Through personal interviews, door-to-door surveys, and mailed questionnaires
C. Exclusively through telephone interviews
D. Only by online surveys

Correct Answer: B. Through personal interviews, door-to-door surveys, and mailed questionnaires
Explanation: Social Research employs a variety of methods for data collection, ensuring broad reach and effectiveness.

UNIT 6 MEASUREMENT OF VARIABLES

Q221. Which of the following is a qualitative variable?

A) **Gender**

B) Age

C) Income

D) Weight

Answer: **A) Gender**

Explanation: Qualitative variables cannot be expressed in numerical terms and represent categories. In this case, gender (male, female, etc.) is a qualitative variable because it categorizes individuals without any inherent numerical value.

Q222. Which type of variable is expressed in numerical terms and allows for mathematical operations?

A) **Quantitative variable**

B) Nominal variable

C) Ordinal variable

D) Attribute variable

Answer: **A) Quantitative variable**

Explanation: Quantitative variables, also called numerical variables, can be expressed in numerical terms and subjected to mathematical operations like addition, subtraction, multiplication, and division. Examples include age, income, and height.

Q223. What type of variable is marital status considered to be?

A) Ordinal

B) **Nominal**

C) Quantitative

D) Continuous

Answer: **B) Nominal**

Explanation: Marital status is a qualitative variable where categories like 'married' and 'single' do not have a specific order or rank. This makes it a nominal variable since the categories cannot be logically ordered.

Q224. Which of the following is an example of a discrete quantitative variable?

A) Age

B) **Number of children in a family**

C) Weight

D) Distance traveled

Answer: **B) Number of children in a family**

Explanation: A discrete quantitative variable is one that takes on distinct, separate values, typically whole numbers. The number of children in a family is a discrete variable because it cannot be a fraction and must be a whole number.

Q225. In which type of variable can the categories be arranged in an ascending or descending order?

A) Nominal

B) **Ordinal**

C) Continuous

D) Discrete

Answer: **B) Ordinal**

Explanation: Ordinal variables allow for a logical order among the categories. For example, educational qualifications like 'secondary', 'senior secondary', 'graduate', and 'post-graduate' can be arranged in an ascending order based on the years of education.

Q226. Which of the following statements is true about continuous variables?

A) They can only take whole number values.

B) **They can assume any value within an interval.**

C) They cannot be expressed in numerical terms.

D) They cannot be subjected to mathematical operations.

Answer: **B) They can assume any value within an interval.**

Explanation: Continuous variables can take any value within a given range, including fractions and decimals. For instance, the weight of a person can be measured with any level of precision and can take any value between two points.

Q227. Which of the following is considered primary data?

A) Census data

B) Handbook information

C) **Data collected through field survey**

D) Budget reports

Answer: **C) Data collected through field survey**

Explanation: Primary data refers to data collected firsthand by the researcher through methods like surveys, interviews, or observations. It is original and collected specifically for the research at hand.

Q228. What distinguishes ordinal variables from nominal variables?

A) Ordinal variables cannot be divided into categories.

B) Nominal variables can be arranged in order.

C) **Ordinal variables have a meaningful order among categories.**

D) Nominal variables are only quantitative.

Answer: **C) Ordinal variables have a meaningful order among categories.**

Explanation: While nominal variables classify data into categories without a specific order, ordinal variables have a logical sequence or ranking among categories, like educational levels (secondary, senior secondary, graduate, etc.).

Q229. Which of the following best describes secondary data?

A) **Data collected from published sources**

B) Data collected through interviews

C) Data collected firsthand

D) Data collected for a specific research study

Answer: **A) Data collected from published sources**

Explanation: Secondary data is information that has been previously collected and published by others, such as census data, books, journals, or online resources, and is used for further research or analysis.

Q230. Which type of variable can be divided into categories where one category is greater or higher than another but the difference between them cannot be quantified?

A) Nominal

B) Quantitative

C) **Ordinal**

D) Continuous

Answer: **C) Ordinal**

Explanation: Ordinal variables can be ranked or ordered, but the difference between categories cannot be precisely measured or quantified. An example is educational levels, where 'Senior Secondary' is higher than 'Secondary,' but the exact difference cannot be numerically defined.

Q231. Which of the following is a major challenge in measuring qualitative data?

A) Availability of readymade scales
B) Expression in numerical terms
C) **Ambiguity and inter-personal variability in definitions**
D) Consistent results

Answer: **C) Ambiguity and inter-personal variability in definitions**

Explanation: Measuring qualitative data is challenging due to the subjective nature of concepts like social behavior and cultural environment, which often lack clear, standardized definitions. This leads to ambiguity and inter-personal variability.

Q232. Which of the following is NOT a type of variable typically measured in qualitative research?

A) Social behavior
B) Personality
C) Cultural environment
D) **Height**

Answer: **D) Height**

Explanation: Height is a quantitative variable because it is measured in numerical terms. In contrast, variables like social behavior and personality are qualitative and cannot be directly quantified.

Q233. What are the two essential criteria for a good attitude scale?

A) Easy to use and quick
B) **Validity and reliability**
C) Consistent and brief
D) Cost-effective and accurate

Answer: **B) Validity and reliability**

Explanation: An attitude scale should be valid (measuring what it is supposed to measure) and reliable (yielding consistent results under the same conditions).

Q234. Which of the following is a widely used technique of summated ratings in qualitative research?

A) Semantic Differential Scale
B) Thurstone Scale
C) **Likert Scale**
D) Guttman Scale

Answer: **C) Likert Scale**

Explanation: The Likert Scale is a widely used method to measure attitudes, where respondents indicate their level of agreement or disagreement with a series of statements, usually on a five-point scale.

Q235. What is the usual number of points used in a Likert scale?

A) Three
B) Four
C) **Five**
D) Six

Answer: **C) Five**

Explanation: A typical Likert scale uses a five-point continuum ranging from "strongly agree" to "strongly disagree." However, other variations like three-point or seven-point continuums can also be used.

Q236. In a Likert scale, what does assigning weights to responses help determine?

A) **Intensity of attitudes**
B) Order of questions
C) Length of statements
D) Time of survey completion

Answer: **A) Intensity of attitudes**

Explanation: Weights in a Likert scale represent the intensity of a respondent's attitudes, allowing researchers to quantify subjective opinions and analyze the relative strength of responses.

Q237. What is the main purpose of constructing attitude scales in qualitative research?

A) To create numerical data
B) To measure factual information
C) **To measure attitudes and opinions on various issues**
D) To conduct statistical analysis

Answer: **C) To measure attitudes and opinions on various issues**

Explanation: Attitude scales are constructed to measure subjective attitudes and opinions, which are not directly observable or quantifiable, making it essential in understanding complex social behaviors.

Q238. Which of the following expressions is NOT typically used in a five-point Likert scale?

A) Strongly agree
B) Agree
C) Undecided
D) **Never**

Answer: **D) Never**

Explanation: The expression 'Never' is more commonly associated with frequency scales rather than attitude scales. Typical Likert scale expressions are 'Strongly agree,' 'Agree,' 'Undecided,' 'Disagree,' and 'Strongly disagree.'

Q239. What is the role of scale scores in qualitative data measurement?

A) To eliminate subjective opinions
B) To ensure numerical precision
C) **To arrange statements or groups of**

individuals in rank order
D) To create more categories

Answer: **C) To arrange statements or groups of individuals in rank order**

Explanation: Scale scores help in arranging individuals or statements based on their relative intensity, facilitating comparison and prediction of external variables.

Q240. What type of response continuum would include options such as 'Always,' 'Frequently,' and 'Never'?

A) **Seven-point continuum**
B) Three-point continuum
C) Four-point continuum
D) Five-point continuum

Answer: **A) Seven-point continuum**

Explanation: A seven-point continuum offers more granularity in measuring frequency of behaviors, including options like 'Always,' 'Almost Always,' 'Frequently,' 'Occasionally,' 'Rarely,' 'Almost Never,' and 'Never.'

Q241. What is the primary reason for sampling error in a survey?

A) **Only a part of the population is being surveyed**
B) Personal bias of investigators
C) Errors in measurement
D) Non-response by selected units

Answer: **A) Only a part of the population is being surveyed**

Explanation: Sampling error occurs because only a subset of the total population is included in the survey, leading to differences between the sample statistic and the actual population parameter.

Q242. Which type of sampling method can minimize sampling error?

A) Non-probability sampling
B) **Probability sampling**
C) Quota sampling
D) Judgmental sampling

Answer: **B) Probability sampling**

Explanation: Probability sampling, where each unit has an equal chance of being selected, reduces sampling error by ensuring a random and representative sample of the population.

Q243. Which type of error can occur in both a census and a sample survey?

A) Sampling error
B) Measurement error
C) **Non-sampling error**
D) Total error

Answer: **C) Non-sampling error**

Explanation: Non-sampling errors, such as measurement errors, non-responses, and biases, can occur in both census and sample surveys. They are not dependent on the type of survey but on the data collection and recording process.

Q244. Why might a sample survey sometimes provide better results than a census?

A) Because sampling errors are higher
B) Because a larger number of units are surveyed
C) **Because non-sampling errors in a census may be higher**
D) Because it is cost-effective

Answer: **C) Because non-sampling errors in a census may be higher**

Explanation: In a census, the sheer number of units and the involvement of many investigators may lead to higher non-sampling errors, making a well-conducted sample survey more accurate.

Q245. What is the total error in a survey?

A) The sum of measurement and recording errors
B) The difference between sample mean and population mean
C) **The sum of sampling and non-sampling errors**
D) The error due to non-response

Answer: **C) The sum of sampling and non-sampling errors**

Explanation: Total error includes both sampling errors (due to selecting a sample) and non-sampling errors (arising from data collection, recording, and other biases).

Q246. What is the first step in the sampling procedure?

A) Determination of sample size
B) Selection of sampling units
C) **Specification of objectives**
D) Identification of sampling procedure

Answer: **C) Specification of objectives**

Explanation: The first step in any sampling procedure is to clearly define the objectives of the survey, as all subsequent steps, like defining the population and selecting the sample, are based on these objectives.

Q247. What does the 'sampling frame' refer to in sampling?

A) The size of the sample
B) **A list of units from which the sample is drawn**
C) The method used to select samples
D) The sampling error rate

Answer: **B) A list of units from which the sample is drawn**

Explanation: A sampling frame is a complete list of all units in the population from which a sample is selected. It is crucial to ensure that the sampling frame is accurate and up-to-date.

Q248. Which factor does NOT influence the determination of sample size?

A) Population size
B) Desired precision level
C) Variability among units
D) **Sampling frame**

Answer: **D) Sampling frame**

Explanation: The sample size is influenced by factors like population size, variability, desired precision, response rate, and available resources. The sampling frame only lists the units but does not directly affect the sample size.

Q249. What is considered a 'small sample' in sampling procedures?

A) A sample with fewer than 50 units
B) A sample with fewer than 100 units
C) **A sample size less than or equal to 30**
D) A sample size greater than 30

Answer: **C) A sample size less than or equal to 30**

Explanation: A sample size is considered small if it is less than or equal to 30. Procedures for drawing inferences vary based on whether the sample is categorized as small or large.

Q250. What is the purpose of 'identification of sampling procedure' in sampling?

A) To prepare the sampling frame
B) To define the units to be included
C) **To select a method that gives a representative sample**
D) To determine the sample size

Answer: **C) To select a method that gives a representative sample**

Explanation: The identification of a sampling procedure aims to choose a method that yields a representative sample, is feasible given constraints, and is cost-effective for the research objectives.

Q251. What is the main characteristic of probability sampling?

A) Involves judgment in selection
B) **Includes an element of randomness**
C) Uses quota-based selection
D) Suitable for homogeneous populations only

Answer: **B) Includes an element of randomness**

Explanation: Probability sampling is defined by the use of random methods to select units, ensuring each unit has an equal and unbiased chance of being chosen.

Q252. Which of the following is NOT a type of probability sampling?

A) Simple random sampling
B) Stratified random sampling
C) **Quota sampling**
D) Systematic random sampling

Answer: **C) Quota sampling**

Explanation: Quota sampling is a non-probability sampling method where units are selected based on pre-determined quotas. Probability sampling methods include randomization to avoid bias.

Q253. What is a key limitation of simple random sampling (SRS)?

A) Low cost and convenient
B) Can be used only for non-homogeneous populations
C) **Time-consuming for large populations**
D) Does not use random numbers

Answer: **C) Time-consuming for large populations**

Explanation: Simple random sampling becomes cumbersome and time-consuming when dealing with large populations, as selecting each unit can be labor-intensive without computational tools.

Q254. Which sampling method involves selecting every kth unit after a random starting point?

A) Simple random sampling
B) **Systematic random sampling**
C) Multistage sampling
D) Stratified random sampling

Answer: **B) Systematic random sampling**

Explanation: In systematic random sampling, a starting point is selected randomly, and then every kth unit is chosen until the desired sample size is achieved.

Q255. When is stratified random sampling particularly useful?

A) When the population is small
B) When population variability is low
C) **When the population is heterogeneous**
D) When a single stage sampling is required

Answer: **C) When the population is heterogeneous**

Explanation: Stratified random sampling is used to ensure each subgroup (stratum) within a heterogeneous population is adequately represented, making the overall sample more reflective of the population.

Q256. Which of the following is a key feature of multistage sampling?

A) **Sampling is conducted in multiple stages**
B) A fixed interval is used for selection
C) All units are homogeneous
D) Only non-random sampling is involved

Answer: **A) Sampling is conducted in multiple stages**

Explanation: Multistage sampling involves dividing the sampling procedure into two or more stages, often for large or complex populations, making it a versatile and practical method.

Q257. What is a major disadvantage of judgment sampling?

A) **It does not allow generalization to the population**
B) It is very costly
C) It is time-consuming
D) Requires stratification

Answer: **A) It does not allow generalization to the population**

Explanation: Since judgment sampling relies on the researcher's subjective choice of units, it cannot guarantee a representative sample, making it difficult to generalize findings to the broader population.

Q258. Which type of sampling is often used when the population is difficult to reach or identify?

A) Stratified sampling
B) **Snowball sampling**
C) Quota sampling
D) Systematic sampling

Answer: **B) Snowball sampling**

Explanation: Snowball sampling is useful when studying hard-to-reach or hidden populations, as it involves participants recruiting others who meet the study criteria.

Q259. What is the difference between quota sampling and stratified sampling?

A) Stratified sampling is a non-probability method
B) Quota sampling is based on random selection
C) **Quota sampling uses judgment, while stratified sampling uses random selection**
D) Stratified sampling does not require population grouping

Answer: **C) Quota sampling uses judgment, while stratified sampling uses random selection**

Explanation: In quota sampling, the researcher selects units based on predefined quotas using judgment, whereas in stratified sampling, units are randomly chosen from each stratum to reduce bias.

Q260. Which of the following is an advantage of judgment sampling?

A) Suitable for large-scale surveys
B) **Low cost and quick**
C) Avoids all types of bias
D) Representative of all population segments

Answer: **B) Low cost and quick**

Explanation: Judgment sampling is advantageous for its low cost and speed, but it may not provide a representative sample due to its reliance on subjective selection criteria.

UNIT 7

DATA PRESENTATION

Q261. What is a frequency distribution?

A) **An arrangement of data showing the count of observations in each category**
B) A graph showing cumulative values
C) A statistical test for correlation
D) A measure of central tendency

Answer: **A) An arrangement of data showing the count of observations in each category**

Explanation: A frequency distribution is a method of organizing data into categories and counting the number of observations in each category.

Q262. What type of data is typically used for creating frequency distributions?

A) Numerical data only
B) **Nominal and ordinal data**

C) Continuous data only
D) None of the above

Answer: **B) Nominal and ordinal data**

Explanation: Frequency distributions are often used for nominal and ordinal data, which can be grouped into categories for counting and analysis.

Q263. What is the purpose of using tally bars in frequency distribution?

A) To determine central tendency
B) To represent numerical values
C) **To simplify the counting process**
D) To show the relationship between variables

Answer: **C) To simplify the counting process**

Explanation: Tally bars are used to make counting large numbers of observations more manageable and to provide a visual representation of frequency.

Q264. Which of the following statements is true for a histogram?

A) **It is used for continuous data arranged into class intervals**
B) It is used for nominal data
C) It is used for discrete data only
D) Bars are separated with gaps

Answer: **A) It is used for continuous data arranged into class intervals**

Explanation: A histogram is appropriate for representing continuous data in the form of class intervals, with the area of each rectangle representing frequency.

Q265. What is a frequency polygon?

A) A diagram with gaps between bars
B) **A line graph obtained by joining midpoints of histogram rectangles**
C) A circular graph representing categories
D) A diagram with a single bar

Answer: **B) A line graph obtained by joining midpoints of histogram rectangles**

Explanation: A frequency polygon is created by connecting the midpoints of the top of each bar in a histogram, forming a continuous line.

Q266. Why do we add two additional class intervals on each end of the histogram when creating a frequency polygon?

A) To increase the sample size
B) To match the scale
C) **To ensure the area under the polygon is equal to that under the histogram**
D) To create overlapping intervals

Answer: **C) To ensure the area under the polygon is equal to that under the histogram**

Explanation: The additional intervals are used to maintain the total area under the frequency polygon, making it comparable to the area under the histogram.

Q267. For which type of data is a bar diagram most appropriate?

A) Continuous data
B) Discrete data
C) **Nominal data**
D) Interval data

Answer: **C) Nominal data**

Explanation: Bar diagrams are typically used for nominal data where categories are distinguished, and the height of the bars represents the value of the variable.

Q268. Which of the following is NOT a characteristic of bar diagrams?

A) Bars are separated with equal gaps
B) **The width of the bars conveys the value of the variable**
C) The height of the bar represents the variable's

value
D) Bars are used to represent categories

Answer: **B) The width of the bars conveys the value of the variable**

Explanation: In bar diagrams, the height of the bars represents the value, while the width does not convey any specific information and is simply for visual distinction.

Q269. When should a histogram NOT be used?

A) When dealing with class intervals
B) When the data is continuous
C) When the data is large
D) **When the data is discrete**

Answer: **D) When the data is discrete**

Explanation: Histograms are designed for continuous data in class intervals. Discrete data should not be displayed using histograms; bar charts are more suitable.

Q270. Which type of data can be represented using both frequency distributions and bar diagrams?

A) **Nominal data**
B) Continuous data
C) Interval data
D) Ratio data

Answer: **A) Nominal data**

Explanation: Nominal data, which classifies observations into categories, can be effectively represented using both frequency distributions and bar diagrams.

Q271. What is the primary use of a pie chart?

A) **To show the share of different components in a variable**
B) To display trends over time
C) To compare two variables
D) To illustrate the frequency of discrete data

Answer: **A) To show the share of different components in a variable**

Explanation: A pie chart is used to visually represent how different components contribute to a whole, showing their share in the total value.

Q272. What is the total angle in a pie chart?

A) 180°
B) 270°
C) **360°**
D) 90°

Answer: **C) 360°**

Explanation: A pie chart is a circular representation, and a complete circle has a total angle of 360°.

Q273. Which of the following is an appropriate use of a pie chart?

A) Showing monthly temperatures
B) **Representing library expenditure on different heads**
C) Tracking sales over a period
D) Displaying employee ages

Answer: **B) Representing library expenditure on different heads**

Explanation: Pie charts are best suited for showing the proportion of different categories within a single variable, such as expenditure on various categories.

Q274. What type of data is best represented using a pie chart?

A) **Categorical data**
B) Continuous data
C) Discrete data
D) Numerical data only

Answer: **A) Categorical data**

Explanation: Pie charts are used to represent categorical data, showing the percentage distribution of categories within a single variable.

Q275. What is a simple bar diagram used for?

A) To represent changes over time
B) To show cumulative frequency
C) To display components of a phenomenon
D) **To present a single variable**

Answer: **D) To present a single variable**

Explanation: A simple bar diagram is used to display the value of a single variable across categories.

Q276. What differentiates a sub-divided bar diagram from a simple bar diagram?

A) The height of the bars
B) The use of different colors
C) **It represents various components of a phenomenon**
D) It uses a circular format

Answer: **C) It represents various components of a phenomenon**

Explanation: A sub-divided bar diagram breaks down a single bar into multiple segments, each representing a different component of a phenomenon.

Q277. When is it appropriate to use a sub-divided bar diagram?

A) When comparing a single category
B) **When showing the distribution of components within a variable**
C) When plotting continuous data
D) When illustrating time-series data

Answer: **B) When showing the distribution of components within a variable**

Explanation: Sub-divided bar diagrams are used to show the contribution of individual components to the total value of a variable.

Q278. Which type of chart is more suitable for comparing the relative sizes of parts to a whole?

A) Line chart
B) **Pie chart**
C) Histogram
D) Scatter plot

Answer: **B) Pie chart**

Explanation: Pie charts are ideal for comparing the sizes of individual components relative to the total, visually depicting proportions in a clear manner.

Q279. What is the limitation of using a pie chart?

A) It cannot represent percentages
B) It cannot show changes over time
C) **It is difficult to compare slices with similar values**
D) It cannot include labels

Answer: **C) It is difficult to compare slices with similar values**

Explanation: When slices in a pie chart have similar values, it becomes challenging to distinguish between them, limiting the clarity of the comparison.

Q280. Which of the following should be avoided when creating a pie chart?

A) Using different colors for each slice
B) **Using too many categories**
C) Labeling each slice
D) Showing percentages

Answer: **B) Using too many categories**

Explanation: A pie chart becomes cluttered and difficult to interpret when it includes too many categories, so it's best to limit the number of slices for clear visualization.

UNIT 8

STATISTICAL TECHNIQUES

Q281. What are the five important measures of central tendency?

A) Range, variance, median, mode, geometric mean
B) **Arithmetic mean, median, mode, geometric mean, harmonic mean**
C) Standard deviation, median, variance, harmonic mean, mode
D) Frequency, median, arithmetic mean, standard deviation, range

Answer: **B) Arithmetic mean, median, mode, geometric mean, harmonic mean**

Explanation: The five primary measures of central tendency include arithmetic mean, median, mode, geometric mean, and harmonic mean.

Q282. Which measure of central tendency is most known as the 'average'?

A) Median
B) Mode
C) **Arithmetic mean**
D) Harmonic mean

Answer: **C) Arithmetic mean**

Explanation: The arithmetic mean, often referred to as the 'mean' or 'average,' is calculated by dividing the sum of all observations by the number of observations.

Q283. Which two measures of central tendency are less frequently used due to their specific applications?

A) Median and mode
B) **Geometric mean and harmonic mean**
C) Arithmetic mean and median
D) Mode and harmonic mean

Answer: **B) Geometric mean and harmonic mean**

Explanation: Geometric mean and harmonic mean have specific uses and are thus not as commonly used as the other measures of central tendency.

Q284. What is the symbol used to represent the arithmetic mean?

A) Σ
B) **$\bar{X}$ (X-bar)**
C) μ
D) x

Answer: **B) $\bar{X}$ (X-bar)**

Explanation: The arithmetic mean is denoted by $\bar{X}$, read as "X-bar," indicating the average value of a variable.

Q285. In the arithmetic mean formula, what does the symbol 'Σ' indicate?

A) Mean of the observations
B) Number of observations
C) **Sum of a variable**
D) Frequency of a variable

Answer: **C) Sum of a variable**

Explanation: The symbol 'Σ' (sigma) represents the summation of a series of numbers or variables.

Q286. How is arithmetic mean calculated for observations in a frequency distribution?

A) By dividing the sum of squared values by total frequency
B) **By dividing the sum of all observations by the total number of observations**
C) By taking the median value of the observations
D) By adding the mid-values of class intervals

Answer: **B) By dividing the sum of all observations by the total number of observations**

Explanation: The arithmetic mean is calculated as the sum of all observations divided by the total number of observations.

Q287. What is the value of the median in a series of 5 observations: 2, 5, 9, 14, 20?

A) 5
B) 9
C) 14
D) **9**

Answer: **B) 9**

Explanation: The median is the middle-most observation in an ordered series. In this series, 9 is the third (middle) value, making it the median.

Q288. What is the median of the series: 3, 8, 15, 25, 35, 43?

A) 15
B) 25
C) 20
D) **20**

Answer: **D) 20**

Explanation: When the number of observations is even, the median is calculated as the average of the two middle values. Here, (15 + 25) / 2 = 20.

Q289. Which measure of central tendency is used when observations are classified into class intervals in the case of continuous data?

A) **Mid-value of the class intervals**
B) Mode
C) Median
D) Harmonic mean

Answer: **A) Mid-value of the class intervals**

Explanation: When data is continuous and classified into class intervals, the mid-value of each class interval is used to represent individual observations within that interval.

Q290. What does the median represent in a dataset?

A) **The middle-most observation in an ordered series**
B) The most frequently occurring value
C) The average value
D) The sum of the observations

Answer: **A) The middle-most observation in an ordered series**

Explanation: The median is the middle value of an ordered dataset, where half of the observations are on either side of it.

Q291. What is the mode in a dataset?

A) **The observation with the highest frequency**
B) The middle value of the data
C) The average of the data
D) The difference between the highest and lowest values

Answer: **A) The observation with the highest frequency**

Explanation: The mode is the value or observation that occurs most frequently in a dataset.

Q292. How do we identify the mode in continuous data?

A) By finding the average
B) By determining the mid-point of the classes
C) **By identifying the modal class with the highest frequency**
D) By calculating the range

Answer: **C) By identifying the modal class with the highest frequency**

Explanation: In continuous data, mode is identified by finding the class interval (modal class) that has the highest frequency.

Q293. What is the measure used to represent the degree of heterogeneity in a dataset?

A) Arithmetic mean
B) Median
C) **Dispersion**
D) Correlation

Answer: **C) Dispersion**

Explanation: Dispersion indicates the extent to which observations vary among themselves, representing the degree of heterogeneity in a dataset.

Q294. What does the range represent in a dataset?

A) **The difference between the largest and smallest observations**
B) The frequency of the highest observation
C) The sum of all observations
D) The average value of the data

Answer: **A) The difference between the largest and smallest observations**

Explanation: Range is calculated as the difference between the highest and lowest values in a dataset, indicating the spread of the data.

Q295. What is the range for the data set {44, 15, 28, 2}?

A) 15
B) **42**
C) 28
D) 2

Answer: **B) 42**

Explanation: The range is calculated as the difference between the highest value (44) and the lowest value (2), giving 44 - 2 = 42.

Q296. What is the value of the range for the data set {17, 17, 17, 17}?

A) 17
B) **0**
C) 34
D) 1

Answer: **B) 0**

Explanation: The range is 0 when all values in a dataset are equal, as there is no variability. Here, 17 - 17 = 0.

Q297. What is variance?

A) **The most widely used measure of dispersion**
B) The square root of standard deviation
C) The middle-most observation
D) The highest observation minus the lowest observation

Answer: **A) The most widely used measure of dispersion**

Explanation: Variance measures the dispersion of a set of data points around their mean and is commonly used in statistical analysis.

Q298. How is standard deviation defined?

A) The variance of all observations
B) The sum of observations divided by total observations
C) **The positive square root of variance**
D) The mean of observations

Answer: **C) The positive square root of variance**

Explanation: Standard deviation is calculated as the square root of variance and measures the spread of data points around the mean.

Q299. What is the coefficient of variation used for?

A) To find the range of a dataset
B) To determine the correlation between variables
C) **To compare variability among different series of data**
D) To calculate the median of data

Answer: **C) To compare variability among different series of data**

Explanation: Coefficient of variation is used to compare the degree of variation between datasets with different units or scales.

Q300. What does correlation measure?

A) The average of observations
B) The dispersion of data
C) **The degree of relationship between two variables**
D) The sum of all observations

Answer: **C) The degree of relationship between two variables**

Explanation: Correlation measures the extent to which two variables are related. If movement in one variable is accompanied by movement in another, they are said to be correlated.

Q301. What type of data is involved in correlation analysis?

A) **Bivariate data**
B) Univariate data
C) Multivariate data
D) Continuous data

Answer: **A) Bivariate data**

Explanation: Correlation analysis involves studying the relationship between two variables, which is known as bivariate data.

Q302. What is the correlation coefficient?

A) **A single figure representing the degree of relationship between two variables**
B) The range of a data set
C) The mean of observations
D) The sum of two variables

Answer: **A) A single figure representing the degree of relationship between two variables**

Explanation: The correlation coefficient is a numerical measure that quantifies the strength and direction of the relationship between two variables.

Q303. What is a scatter diagram used for?

A) To find the mode of the data
B) To determine the range
C) **To visualize the relationship between two variables**
D) To calculate the median

Answer: **C) To visualize the relationship between two variables**

Explanation: A scatter diagram (or scatter plot) is used to plot points for paired data on a graph to visually analyze the relationship between two variables.

Q304. What do closely grouped points in a scatter diagram indicate?

A) **A strong relationship between the variables**
B) No relationship between the variables
C) High dispersion of data
D) Data arranged in descending order

Answer: **A) A strong relationship between the variables**

Explanation: When the points in a scatter diagram are closely grouped and follow a clear pattern, it indicates a strong correlation between the variables.

Q305. What does a greater scatter of points on a scatter diagram imply?

A) **Less relationship between the variables**
B) Strong relationship between the variables
C) Equal distribution of data
D) Perfect positive correlation

Answer: **A) Less relationship between the variables**

Explanation: A greater scatter of points shows that the variables are less correlated, meaning the relationship between them is weaker.

Q306. What is Spearman's rank correlation used for?

A) To measure the mean of data
B) **To find the correlation when data is in ranks**

C) To calculate the range of data
D) To predict values

Answer: **B) To find the correlation when data is in ranks**

Explanation: Spearman's rank correlation is used when the data is ordinal (i.e., in ranks) rather than having absolute magnitudes.

Q307. What is the range of Spearman's rank correlation coefficient?

A) 0 to +1
B) 0 to 10
C) **-1 to +1**
D) -10 to +10

Answer: **C) -1 to +1**

Explanation: Similar to Pearson's correlation, Spearman's rank correlation coefficient ranges from -1 (perfect negative correlation) to +1 (perfect positive correlation).

Q308. What does a Spearman's rank correlation of 0 indicate?

A) **No association between the variables**
B) Perfect positive relationship
C) Perfect negative relationship
D) High variability

Answer: **A) No association between the variables**

Explanation: A Spearman's rank correlation of 0 indicates that there is no relationship or association between the variables.

Q309. When should Spearman's rank correlation be used instead of Pearson's correlation?

A) When data is measured on the interval scale
B) When there is only one variable
C) **When data is ordinal (ranked)**
D) When there is no variability

Answer: **C) When data is ordinal (ranked)**

Explanation: Spearman's rank correlation is preferred when the data is ordinal or when actual values are not available but ranks can be assigned.

Q310. What does a positive value of Spearman's rank correlation indicate?

A) Inverse relationship between variables
B) **Direct relationship between variables**
C) No association
D) Equal distribution of data

Answer: **B) Direct relationship between variables**

Explanation: A positive value of Spearman's rank correlation indicates that as one variable increases, the other variable tends to increase as well.

Q311. What does a negative value of Spearman's rank correlation suggest?

A) Equal variability
B) **Inverse relationship between variables**
C) Strong positive relationship
D) Zero variability

Answer: **B) Inverse relationship between variables**

Explanation: A negative Spearman's rank correlation means that as one variable increases, the other decreases, showing an inverse relationship.

Q312. What does regression analysis help to understand?

A) **The relationship between variables and to predict values**
B) The median of a dataset
C) The mode of a dataset
D) The difference between the highest and lowest observations

Answer: **A) The relationship between variables and to predict values**

Explanation: Regression analysis is a statistical tool used to understand how one variable (dependent) changes when another variable (independent) changes, and it helps in making predictions.

Q313. What is the dependent variable in a regression analysis?

A) The variable that is measured in ranks
B) The variable used to determine correlation
C) **The variable that is predicted**
D) The variable that does not change

Answer: **C) The variable that is predicted**

Explanation: In regression analysis, the dependent variable is the one whose value is being predicted based on changes in the independent variable.

Q314. Which method should be used when data is measured in ranks and not in absolute values?

A) Pearson's correlation
B) **Spearman's rank correlation**
C) Scatter diagram
D) Range calculation

Answer: **B) Spearman's rank correlation**

Explanation: Spearman's rank correlation is used for ordinal data when the exact values are not available, but ranks can be assigned to the observations.

Q315. What is the primary goal of fitting a regression line?

A) To find the range of data
B) To calculate the mode
C) **To minimize the error values**
D) To find the median

Answer: **C) To minimize the error values**

Explanation: The objective in fitting a regression line is to minimize the error values, which is achieved through the method of least squares.

Q316. What method is used to minimize the error values in regression analysis?

A) Correlation method
B) **Least squares method**
C) Range method
D) Variance method

Answer: **B) Least squares method**

Explanation: The method of least squares is used to minimize the sum of squared differences between observed and expected values.

Q317. What is the general linear regression equation?

A) $Y = X + a$
B) $Y = X + c$
C) **$Y = a + bX$**
D) $Y = bX + c$

Answer: **C) $Y = a + bX$**

Explanation: The general form of a linear regression equation is $Y = a + bX$, where 'a' is the intercept and 'b' is the regression coefficient (slope).

Q318. What is the regression coefficient represented by in the linear regression equation?

A) a
B) c
C) X
D) **b**

Answer: **D) b**

Explanation: In the equation $Y = a + bX$, 'b' is the regression coefficient that represents the slope of the regression line.

Q319. What do the normal equations help to calculate in regression analysis?

A) The mean
B) The mode

C) **The values of 'a' and 'b'**
D) The variance

Answer: **C) The values of 'a' and 'b'**

Explanation: The normal equations are used to calculate the values of 'a' (intercept) and 'b' (regression coefficient) in the linear regression equation.

Q320. What is the square of the correlation coefficient called?

A) Regression equation
B) **Coefficient of determination**
C) Range value
D) Error value

Answer: **B) Coefficient of determination**

Explanation: The square of the correlation coefficient (r^2) is known as the coefficient of determination, which indicates the proportion of variance explained by the independent variable.

Q321. What is the relationship between regression coefficients and correlation coefficients?

A) Regression coefficients are always greater than correlation coefficients
B) **The product of regression coefficients is equal to the square of correlation coefficient**
C) Regression coefficients are always less than correlation coefficients
D) There is no relationship

Answer: **B) The product of regression coefficients is equal to the square of correlation coefficient**

Explanation: The product of two regression coefficients is equal to the square of the correlation coefficient (r^2).

Q322. What does a negative regression coefficient indicate?

A) Positive relationship
B) **Negative correlation**
C) High variability
D) Equal distribution

Answer: **B) Negative correlation**

Explanation: A negative regression coefficient indicates an inverse relationship, meaning as one variable increases, the other decreases.

Q323. What happens if the coefficient of determination is closer to zero?

A) The independent variable explains most of the variations in the dependent variable
B) There is a strong positive correlation
C) **The independent variable does not explain the variations in the dependent variable**
D) The regression line is a perfect fit

Answer: **C) The independent variable does not explain the variations in the dependent variable**

Explanation: A coefficient of determination closer to zero indicates that the independent variable has little to no explanatory power over the dependent variable.

Q324. What does a coefficient of determination closer to one signify?

A) High variability
B) **Greater explanatory power of the independent variable**
C) Negative correlation
D) Equal distribution

Answer: **B) Greater explanatory power of the independent variable**

Explanation: When the coefficient of determination is close to one, it indicates that the independent variable can explain most of the variation in the dependent variable.

Q325. What is the regression coefficient 'b' referred to as?

A) **Slope of the regression line**
B) Mode of the data
C) Median of the data
D) Range of data

Answer: **A) Slope of the regression line**

Explanation: The regression coefficient 'b' represents the slope of the regression line, indicating the rate of change in the dependent variable for a unit change in the independent variable.

Q326. What type of regression involves one dependent variable and more than one independent variable?

A) Simple linear regression
B) **Multiple regression**
C) Non-linear regression
D) Scatter diagram

Answer: **B) Multiple regression**

Explanation: Multiple regression involves one dependent variable and more than one independent variable, allowing for a more complex analysis.

Q327. What is the purpose of transforming non-linear equations into linear forms?

A) To calculate the mean
B) **To simplify the process of finding parameter values**
C) To measure range
D) To find the median

Answer: **B) To simplify the process of finding parameter values**

Explanation: Transforming non-linear equations into linear forms helps apply the linear least squares method for easier calculation of parameter values.

Q328. What is the main advantage of regression analysis?

A) To find the range
B) To calculate the median
C) **To predict values of the dependent variable**
D) To find the mode

Answer: **C) To predict values of the dependent variable**

Explanation: Regression analysis is used for prediction, helping to forecast values of the dependent variable based on known values of the independent variable.

Q329. What does the value of 'a' represent in the linear regression equation?

A) **Intercept**
B) Slope
C) Range
D) Error

Answer: **A) Intercept**

Explanation: In the equation $Y = a + bX$, 'a' represents the intercept, which is the value of Y when X is zero.

Q330. What is time series analysis primarily concerned with?

A) **The relationship between a dependent variable and time**
B) The cause-and-effect relationship between two independent variables
C) The variability of data in a single observation
D) The distribution of data at a specific point in time

Answer: **A) The relationship between a dependent variable and time**

Explanation: Time series analysis examines how a dependent variable varies with time, treating time as the independent variable.

Q331. Which of the following is NOT an example of time series data?

A) Monthly book issues in a library
B) Annual sales of a publisher
C) **The height of students in a single classroom**
D) Daily temperature readings

Answer: **C) The height of students in a single classroom**

Explanation: The height of students in a single classroom does not vary over time in the context of time series analysis; it is a snapshot rather than a time-dependent measure.

Q332. What is one of the important tasks for librarians and information managers regarding time series data?

A) To classify data
B) To measure variability
C) **To make future estimates**
D) To collect data

Answer: **C) To make future estimates**

Explanation: Librarians and information managers analyze time series data to make forecasts and informed decisions for future planning.

Q333. Which of the following is NOT a component of time series?

A) Secular trend
B) Seasonal variation
C) Cyclical variation
D) **Static variation**

Answer: **D) Static variation**

Explanation: Static variation is not recognized as a component of time series; the main components are secular trend, seasonal variation, cyclical variation, and irregular variation.

Q334. What does the term "secular trend" refer to in time series analysis?

A) Short-term fluctuations in data
B) **Long-term changes in data**
C) Variations that occur within a year
D) Random changes due to unforeseen events

Answer: **B) Long-term changes in data**

Explanation: Secular trend refers to the long-term movement in data, indicating a general tendency to increase or decrease over time.

Q335. What are seasonal variations in time series?

A) Changes due to long-term economic cycles
B) **Changes that occur regularly within a year**
C) Unpredictable changes due to natural disasters
D) Fluctuations that do not show any pattern

Answer: **B) Changes that occur regularly within a year**

Explanation: Seasonal variations refer to patterns that repeat within a year, often influenced by factors such as weather or holidays.

Q336. How do cyclical variations differ from seasonal variations?

A) They occur over a shorter time frame
B) They are always predictable
C) **They last longer than one year**
D) They are caused by natural events

Answer: **C) They last longer than one year**

Explanation: Cyclical variations result from economic cycles and can span multiple years, unlike seasonal variations which recur within a single year.

Q337. Which of the following best describes irregular variations in time series?

A) Regular patterns that can be forecasted
B) **Unpredictable changes due to unforeseen**

events
C) Changes that occur at regular intervals
D) Patterns influenced by seasonal effects

Answer: **B) Unpredictable changes due to unforeseen events**

Explanation: Irregular variations are caused by unpredictable factors such as natural disasters or social events.

Q338. What is the multiplicative model in time series analysis?

A) Y = T + S + C + I
B) **Y = T × S × C × I**
C) Y = T - S + C - I
D) Y = T + S × C × I

Answer: **B) Y = T × S × C × I**

Explanation: The multiplicative model expresses the relationship among the components of time series data as a product.

Q339. In the additive model of time series analysis, how is Y represented?

A) Y = T × S × C × I
B) **Y = T + S + C + I**
C) Y = T - S - C + I
D) Y = T × S - C + I

Answer: **B) Y = T + S + C + I**

Explanation: The additive model expresses the total as the sum of its components: trend, seasonal, cyclical, and irregular variations.

Q340. Why is time series analysis important for librarians?

A) It helps in cataloging books
B) **It aids in forecasting future trends**
C) It eliminates the need for data collection
D) It focuses only on past data

Answer: **B) It aids in forecasting future trends**

Explanation: Time series analysis allows librarians to predict future trends based on historical data, helping with resource planning and management.

Q341. What is the primary purpose of the method of least squares in regression analysis?

A) To maximize the error terms
B) **To minimize the sum of squares of the error terms**
C) To fit data into nonlinear models
D) To determine the independent variable

Answer: **B) To minimize the sum of squares of the error terms**

Explanation: The method of least squares aims to minimize the differences between observed and expected values by reducing the sum of the squared errors.

Q342. In time series analysis, what variable does the method of least squares treat as the independent variable?

A) The dependent variable
B) **Time (t)**
C) The error term
D) The sample size (n)

Answer: **B) Time (t)**

Explanation: In time series analysis, the independent variable is time, denoted as 't', which is used to analyze trends over time.

Q343. Which of the following is the equation for a straight line fitted using the method of least squares?

A) Y = a + bX
B) **Y = a + bt**
C) Y = a - bt
D) Y = a × bt

Answer: **B) Y = a + bt**

Explanation: The equation Y=a+btY = a + btY=a+bt represents a straight line in the context of least

squares fitting, where 'a' is the intercept and 'b' is the slope.

Q344. What are the normal equations derived from the least squares method for the linear equation Y=a+btY = a + btY=a+bt?

A) Y=na+btY = na + btY=na+bt and tY=at+btY = at + btY=at+b
B) **Y=na+btY = na + btY=na+bt and tY=at+bt2tY = at + bt^2tY=at+bt2**
C) Y=a+btY = a + btY=a+bt and tY=a+btY = a + btY=a+b
D) Y=a+bt2Y = a + bt^2Y=a+bt2 and tY=a+btY = a + btY=a+b

Answer: **B) Y=na+btY = na + btY=na+bt and tY=at+bt2tY = at + bt^2tY=at+bt2**

Explanation: These are the normal equations used to determine the constants 'a' and 'b' in the method of least squares for a linear regression model.

Q345. What do the constants 'a' and 'b' represent in the linear regression equation Y=a+btY = a + btY=a+bt?

A) **'a' is the intercept and 'b' is the slope**
B) 'a' is the sample size and 'b' is the error term
C) 'a' is the dependent variable and 'b' is the independent variable
D) 'a' and 'b' are both dependent variables

Answer: **A) 'a' is the intercept and 'b' is the slope**

Explanation: In the regression equation Y=a+btY = a + btY=a+bt, 'a' represents the point where the line intersects the Y-axis (intercept), and 'b' represents the rate of change in Y for each unit increase in t (slope).

Q346. In the context of the method of least squares, what does 'n' indicate?

A) The error term
B) **The number of observations in the sample**
C) The dependent variable
D) The independent variable

Answer: **B) The number of observations in the sample**

Explanation: In the least squares method, 'n' denotes the total count of data points used in the regression analysis.

Q347. How is the error minimized in the least squares method?

A) By maximizing the observed values
B) By setting error terms equal to zero
C) **By minimizing the sum of squares of the error terms**
D) By averaging the observed values

Answer: **C) By minimizing the sum of squares of the error terms**

Explanation: The least squares method seeks to minimize the squared differences between observed and predicted values to achieve the best fit for the regression line.

Q348. Which of the following best describes the relationship established by the least squares method?

A) A static relationship
B) A nonlinear relationship
C) **A linear relationship between dependent and independent variables**
D) An unpredictable relationship

Answer: **C) A linear relationship between dependent and independent variables**

Explanation: The least squares method is primarily used to find a linear relationship between a dependent variable and one or more independent variables.

Q349. Why is it important to derive the normal equations in the least squares method?

A) To determine the number of variables in the data
B) To assess the error of the model
C) **To calculate the coefficients that define the regression line**
D) To validate the results with external data

Answer: **C) To calculate the coefficients that define the regression line**

Explanation: Normal equations are essential for solving for the coefficients 'a' and 'b' in the regression equation, which define the relationship between the variables.

Q350. What is the key outcome of applying the least squares method to regression analysis?

A) **Estimation of the relationship between variables**
B) Collection of new data points
C) Identification of outliers in the data
D) Validation of existing models

Answer: **A) Estimation of the relationship between variables**

Explanation: The least squares method enables researchers to estimate how changes in the independent variable(s) affect the dependent variable, facilitating predictions and insights.

UNIT 9

STATISTICAL PACKAGES

Q351. What are the two primary types of data in statistical measurement?

A) Qualitative and binary
B) **Qualitative and quantitative**
C) Categorical and numerical
D) Discrete and continuous

Answer: **B) Qualitative and quantitative**

Explanation: Statistical data can be classified into qualitative (descriptive) and quantitative (numerical) types.

Q352. Which of the following is a characteristic of discrete data?

A) It can take any value within a range.
B) It is measured on an interval scale.
C) **It consists of distinct and separate values.**
D) It cannot be counted.

Answer: **C) It consists of distinct and separate values.**

Explanation: Discrete data is made up of distinct, separate values that can be counted, such as the number of books in a library.

Q353. What is the main statistic computed for data measured on a nominal scale?

A) Mean
B) Median
C) **Mode**
D) Variance

Answer: **C) Mode**

Explanation: The mode is the main statistic used for analyzing nominal scale data, which categorizes items without any quantitative information.

Q354. Which scale of measurement allows for rank ordering but not for quantifying the differences between values?

A) **Ordinal Scale**
B) Nominal Scale
C) Interval Scale
D) Ratio Scale

Answer: **A) Ordinal Scale**

Explanation: Ordinal scales allow items to be ranked but do not indicate the magnitude of differences between the ranks.

Q355. Which of the following best describes an interval scale?

A) It has a true zero point.
B) **It does not have a true zero point and allows for equal intervals between values.**
C) It allows for rank ordering without equal intervals.
D) It is purely qualitative in nature.

Answer: **B) It does not have a true zero point and allows for equal intervals between values.**

Explanation: Interval scales have equal intervals but lack an absolute zero, making it impossible to make ratio comparisons.

Q356. Which scale of measurement has an identifiable absolute zero point?

A) Nominal Scale
B) Ordinal Scale
C) Interval Scale
D) **Ratio Scale**

Answer: **D) Ratio Scale**

Explanation: Ratio scales feature a true zero point, allowing for meaningful statements about ratios between measurements.

Q357. What type of data is best suited for computing the mean?

A) **Quantitative data measured on interval or ratio scales**
B) Nominal data
C) Ordinal data
D) Qualitative data

Answer: **A) Quantitative data measured on interval or ratio scales**

Explanation: Means can be computed for quantitative data measured on interval or ratio scales, where the values have real numeric meaning.

Q358. Which of the following statements is true regarding nominal measurement?

A) It involves ordered categories with equal intervals.
B) It allows for quantitative comparison of items.
C) **It classifies items into distinct categories without any quantitative value.**
D) It computes the mean and variance of data.

Answer: **C) It classifies items into distinct categories without any quantitative value.**

Explanation: Nominal measurement categorizes data without conveying any numerical information or rank order.

Q359. How do ordinal variables differ from nominal variables?

A) Ordinal variables can be counted, while nominal variables cannot.
B) Ordinal variables do not allow for ranking.
C) **Ordinal variables allow for ranking but do not have equal intervals.**
D) Ordinal variables are qualitative, while nominal variables are quantitative.

Answer: **C) Ordinal variables allow for ranking but do not have equal intervals.**

Explanation: Ordinal variables provide a rank order but do not quantify the exact differences between the ranks.

Q360. Why is it impractical to compute the mean of nominal measurements?

A) Because nominal data can be ranked.
B) Because nominal data can take any value.
C) **Because nominal data does not convey quantitative information.**
D) Because nominal data does not have distinct categories.

Answer: **C) Because nominal data does not convey quantitative information.**

Explanation: Nominal data categorizes items without providing numeric values, making mean calculation meaningless.

Q361. What is one of the primary functions of statistics in research?

A) To collect qualitative data
B) To **summarise and describe data**
C) To create databases
D) To define research problems

Answer: **B) To summarise and describe data**

Explanation: One of the key functions of statistics is to summarize and describe data to provide an overview briefly.

Q362. Which statistical technique is commonly used to measure the spread of data?

A) Regression analysis
B) **Variance analysis**
C) Hypothesis testing
D) Descriptive statistics

Answer: **B) Variance analysis**

Explanation: Variance analysis measures the spread of data, allowing researchers to understand how much data varies from the mean.

Q363. What type of data representation is typically used for nominal or ordinal data?

A) Histograms
B) Scatter plots
C) **Cross-tabulations and graphs**
D) Box plots

Answer: **C) Cross-tabulations and graphs**

Explanation: Nominal or ordinal data is often represented using cross-tabulations and various types of graphs for better visualization.

Q364. Which statistical method would you use to compare two or more populations?

A) **Cross-tabulations for nominal/ordinal data**
B) Descriptive statistics
C) Factor analysis
D) Linear regression

Answer: **A) Cross-tabulations for nominal/ordinal data**

Explanation: Cross-tabulations are used to compare groups when analyzing nominal or ordinal data.

Q365. To identify relationships in data, which method is appropriate for interval/ratio data?

A) Cross-tabulation
B) **Correlation coefficient and scatter plots**
C) Chi-square test
D) Frequency distribution

Answer: **B) Correlation coefficient and scatter plots**

Explanation: To identify relationships in interval or ratio data, calculating the correlation coefficient and using scatter plots are effective methods.

Q366. What statistical analysis technique helps in identifying groups of similar cases?

A) **Hierarchical cluster analysis**
B) Regression analysis
C) Variance analysis
D) ANOVA

Answer: **A) Hierarchical cluster analysis**

Explanation: Hierarchical cluster analysis is used to identify groups of similar cases based on their characteristics.

Q367. Which statistical method is used to identify groups of similar variables?

A) **Factor analysis**
B) Discriminant analysis
C) Linear regression
D) ANOVA

Answer: **A) Factor analysis**

Explanation: Factor analysis is conducted to identify groups of similar variables, helping in reducing data complexity.

Q368. What is the function of hypothesis testing in statistics?

A) To summarize data
B) To measure variance
C) To **compare groups and determine relationships**
D) To categorize nominal data

Answer: **C) To compare groups and determine relationships**

Explanation: Hypothesis testing is used to compare groups and assess the validity of relationships within the data.

Q369. Which of the following is a method to identify the characteristics of known groups?

A) **Discriminant analysis**
B) Regression analysis
C) Variance analysis
D) Cross-tabulation

Answer: **A) Discriminant analysis**

Explanation: Discriminant analysis is used to determine the characteristics that differentiate known groups from one another.

Q370. When working with interval/ratio data, what type of graph is useful for understanding the distribution of the data?

A) Pie chart
B) **Histogram with a normal curve**
C) Line graph
D) Bar chart

Answer: **B) Histogram with a normal curve**

Explanation: Histograms with a normal curve are effective for visualizing the distribution of interval or ratio data.

Q371. What is one of the main functionalities of Microsoft Excel?

A) To write text documents
B) To **perform calculations and data entry**
C) To create programming applications
D) To design graphic layouts

Answer: **B) To perform calculations and data entry**

Explanation: Microsoft Excel is primarily used for performing calculations and entering data in a worksheet format.

Q372. According to Pottel, what is a notable characteristic of Microsoft Excel?

A) It is a comprehensive statistical package.
B) It is difficult to use.
C) It has become a **standard for data storage for smaller data sets**.
D) It is only used by professional statisticians.

Answer: **C) It has become a standard for data storage for smaller data sets.**

Explanation: Excel has become a standard tool for data storage, especially for smaller datasets, due to its easy availability and user-friendly interface.

Q373. What is a limitation of using Microsoft Excel for statistical analysis?

A) It supports a wide range of statistical methods.
B) **Many statistical methods are not available**.
C) It is complex and hard to learn.
D) It does not allow data entry.

Answer: **B) Many statistical methods are not available.**

Explanation: Excel lacks many advanced statistical methods, making it inadequate for comprehensive statistical analysis beyond basic calculations.

Q374. How many rows and columns does an MS Excel worksheet contain?

A) 32,000 rows by 128 columns
B) **65,000 rows by 256 columns**
C) 10,000 rows by 100 columns
D) 100 rows by 1,000 columns

Answer: **B) 65,000 rows by 256 columns**

Explanation: An MS Excel worksheet consists of 65,000 rows and 256 columns, allowing for extensive data entry and analysis.

Q375. Which of the following tools in Excel is used for linear regression analysis?

A) ANOVA
B) **Regression analysis**
C) t-Test
D) Correlation

Answer: **B) Regression analysis**

Explanation: The regression analysis tool in Excel performs linear regression using the least squares method to fit a line through observations.

Q376. What does the descriptive statistics tool in Excel provide?

A) A summary of data in an unstructured format
B) **A report of univariate statistics for data**
C) A method for creating charts
D) Data storage solutions

Answer: **B) A report of univariate statistics for data**

Explanation: The descriptive statistics tool generates a report that includes measures like mean, median, and standard deviation, providing insights into central tendency and variability.

Q377. What is the purpose of the ANOVA tool in Excel?

A) To create graphical representations
B) **To perform variance analysis**
C) To compute sample means
D) To conduct linear regression

Answer: **B) To perform variance analysis**

Explanation: The ANOVA tool is used to analyze variance across different populations, allowing for comparison of means.

Q378. What does the t-Test in Excel help determine?

A) If two variables are correlated
B) **If two samples come from distributions with equal population means**
C) The average of a dataset
D) The trend of a dataset over time

Answer: **B) If two samples come from distributions with equal population means**

Explanation: The t-Test is used to test hypotheses regarding whether two samples originate from the same population means.

Q379. In Excel, which tool would you use to create a sample from a population?

A) Regression analysis
B) **Sampling analysis**
C) Moving average
D) Descriptive statistics

Answer: **B) Sampling analysis**

Explanation: The sampling analysis tool is used to create samples from a population based on specified input ranges.

Q380. What feature of Microsoft Excel allows users to format data types?

A) Data import wizard
B) **Cell formatting**

C) Graphical user interface
D) Macro programming

Answer: **B) Cell formatting**

Explanation: Users can choose data formats through cell formatting options, allowing for appropriate representation of various data types within the worksheet.

Q381. What does SPSS stand for?

A) Statistical Program for Scientific Studies
B) **Statistical Package for Social Sciences**
C) Statistical Procedures for Software Systems
D) Statistical Performance and Software Solutions

Answer: **B) Statistical Package for Social Sciences**

Explanation: SPSS is an acronym for Statistical Package for Social Sciences, indicating its primary use in social science research.

Q382. Who developed the SPSS statistical software system?

A) Harvard University graduates
B) **Three Stanford University graduate students**
C) MIT researchers
D) Oxford University professors

Answer: **B) Three Stanford University graduate students**

Explanation: The SPSS software system was developed in the late 1960s by three graduate students from Stanford University.

Q383. Which of the following file types can SPSS accept for data input?

A) Only *.xls files
B) **Multiple formats, including *.dbf, *.xls, and .txt*
C) Only text files
D) Only database files

Answer: **B) Multiple formats, including *.dbf, *.xls, and .txt*

Explanation: SPSS can import data from various file formats, including dBase, Excel, Lotus 123, and text files.

Q384. What type of analysis can the "Compare Means" module in SPSS perform?

A) **One-Way ANOVA and T Tests**
B) Only correlation analysis
C) Only descriptive statistics
D) Only data reduction analysis

Answer: **A) One-Way ANOVA and T Tests**

Explanation: The "Compare Means" module in SPSS is used to perform various statistical tests, including One-Sample T Test and One-Way ANOVA.

Q385. Which procedure in SPSS is used for factor analysis?

A) K-Means Cluster Analysis
B) **Factor analysis procedure**
C) Descriptive statistics procedure
D) Regression procedure

Answer: **B) Factor analysis procedure**

Explanation: The factor analysis procedure in SPSS is specifically designed for conducting factor analysis, which helps in data reduction and identifying underlying relationships.

Q386. What advantage does SPSS have over MS Excel regarding statistical output?

A) It is free to use.
B) **It provides more detailed statistical findings.**
C) It is easier to use.
D) It requires no training.

Answer: **B) It provides more detailed statistical findings.**

Explanation: SPSS offers more comprehensive output, including a wider range of statistical tests and measures, compared to Excel's simpler output.

Q387. Which of the following tests can be performed using SPSS?

A) Only t-Tests
B) **Chi-Square Tests and Binomial Tests**
C) Only ANOVA
D) Only regression analysis

Answer: **B) Chi-Square Tests and Binomial Tests**

Explanation: SPSS supports various statistical tests, including Chi-Square Tests, Binomial Tests, and others, allowing for extensive analysis of data.

Q388. What feature in SPSS helps users find the most suitable chart for their data?

A) Graph Wizard
B) **Chart Galleries by Data Structure**
C) Data Visualization Tool
D) Graph Selection Assistant

Answer: **B) Chart Galleries by Data Structure**

Explanation: The "Chart Galleries by Data Structure" feature in SPSS assists users in selecting the most appropriate chart based on the data structure.

Q389. Which type of analysis is performed using the General Linear Model (GLM) module in SPSS?

A) Descriptive statistics
B) **Univariate analysis**
C) Non-parametric analysis
D) Data classification

Answer: **B) Univariate analysis**

Explanation: The GLM Univariate procedure in SPSS is used for conducting univariate analyses, which involve analyzing one dependent variable at a time.

Q390. What does the "Classify" module in SPSS include?

A) Only regression analysis
B) **Cluster and Discriminant Analysis**
C) Only descriptive statistics
D) Only data reduction techniques

Answer: **B) Cluster and Discriminant Analysis**

Explanation: The "Classify" module in SPSS includes procedures for K-Means Cluster Analysis, Hierarchical Cluster Analysis, and Discriminant Analysis, which help in identifying and classifying groups within the data.

UNIT 10

OBSERVATION METHOD

Q391. What is the primary purpose of planning in the observation process?

A) To increase the number of observers
B) **To collect factual data effectively**
C) To ensure observer comfort
D) To enhance personal biases

Answer: **B) To collect factual data effectively**

Explanation: Planning is essential in the observation process to overcome limitations and ensure that accurate, factual data is collected.

Q392. Which of the following questions should be examined in advance for effective observation planning?

A) What is the budget for the study?
B) **What should be observed?**
C) Who will fund the research?
D) What is the location of the study?

Answer: **B) What should be observed?**

Explanation: Identifying what should be observed is a crucial question in planning for effective data collection through observation.

Q393. Why is it essential for planners to have comprehensive knowledge of the problem being studied?

A) To reduce the number of observers
B) To impress stakeholders
C) **To devise effective plans based on experience**
D) To ensure the research is funded

Answer: **C) To devise effective plans based on experience**

Explanation: Comprehensive knowledge of the problem enables planners to create well-informed and effective observation plans.

Q394. What is one of the first steps in the planning process for observation?

A) Identifying funding sources
B) **Examining the relevance of the observation method**
C) Recruiting participants
D) Selecting a research site

Answer: **B) Examining the relevance of the observation method**

Explanation: Determining whether the observation method is suitable for the research problem is a crucial initial step in planning.

Q395. What should researchers define during the planning stage regarding behavior?

A) Personal biases
B) **Operational definitions for the kinds of behavior**
C) The financial budget
D) The location of the study

Answer: **B) Operational definitions for the kinds of behavior**

Explanation: Researchers must develop clear operational definitions for behaviors they plan to observe to ensure consistency and accuracy.

Q396. Why might observers need training before conducting observations?

A) To improve their funding proposals
B) **To ensure they are knowledgeable and skilled in observation techniques**
C) To increase the sample size
D) To minimize the time spent on observations

Answer: **B) To ensure they are knowledgeable and skilled in observation techniques**

Explanation: Training equips observers with the necessary skills and knowledge to conduct effective and accurate observations.

Q397. According to Williamson et al., what is the first stage for an observer?

A) Gaining access to the setting
B) **Choosing the research site**
C) Formulating the analysis
D) Jotting down notes

Answer: **B) Choosing the research site**

Explanation: The first stage in the observation process involves selecting an appropriate research site for the study.

Q398. What is essential for the accuracy of observations?

A) Having a single observer
B) **Proper conditions such as distance and lighting**
C) Conducting observations quickly
D) Using only manual recording methods

Answer: **B) Proper conditions such as distance and lighting**

Explanation: Accurate observations depend on favorable conditions that allow the observer to collect reliable data.

Q399. What type of recording methods may observers use to document their observations?

A) Only written notes
B) **Tape recorders and electronic gadgets**
C) Only video recordings
D) Only personal diaries

Answer: **B) Tape recorders and electronic gadgets**

Explanation: Observers can utilize various recording methods, including tape recorders and electronic devices, to accurately document their observations.

Q400. Why is it important to note expressions and behaviors during observation?

A) To justify the research budget
B) **They provide valuable insights into the subjects' feelings and attitudes**
C) To enhance personal biases
D) To complete the study quickly

Answer: **B) They provide valuable insights into the subjects' feelings and attitudes**

Explanation: Observing expressions and behaviors can reveal underlying emotions and attitudes that may not be explicitly stated, enriching the data collected.

Q401. What is the primary characteristic of **systematic observation**?
A. It follows a structured and logical approach for data collection.
B. It is unplanned and random.
C. It is only conducted in laboratory settings.
D. It is subjective and lacks consistency.
Answer: A. It follows a structured and logical approach for data collection.
Explanation: Systematic observation is defined by its use of stated procedures and rules for observation, making the data collection replicable.

Q402. Which of the following describes **unsystematic observation**?
A. It involves strict adherence to a methodological framework.
B. It does not follow any predefined rules or logic.
C. It is characterized by high levels of control.
D. It is only applicable in structured environments.
Answer: B. It does not follow any predefined rules or logic.
Explanation: Unsystematic observation lacks a structured approach, making replication of the data difficult.

Q403. What is a key feature of **structured observation**?
A. It allows for random sampling of behaviors.
B. It employs a formal procedure with clearly defined units to be observed.
C. It is completely unplanned and spontaneous.
D. It is only conducted in natural settings.
Answer: B. It employs a formal procedure with clearly defined units to be observed.
Explanation: Structured observation involves careful planning and organization, where specific categories of observation are developed.

Q404. How does **unstructured observation** differ from structured observation?
A. It requires more control over the observation environment.
B. It is planned and involves strict procedures.
C. It relies on natural situations without a structured program.
D. It is only applicable in laboratory settings.
Answer: C. It relies on natural situations without a structured program.
Explanation: Unstructured observation allows the observer to adapt to the natural context, without predefined categories or strict planning.

Q405. In which type of observation is the identity and purpose of the researcher known to the participants?
A. Covert observation
B. Overt observation
C. Hidden observation
D. Natural observation
Answer: B. Overt observation
Explanation: Overt observation means that both the identity of the researcher and the purpose of the study are disclosed to the participants.

Q406. What type of observation is characterized by the subjects being unaware that they are being observed?
A. Structured observation
B. Covert observation
C. Direct observation
D. Unstructured observation
Answer: B. Covert observation
Explanation: In covert observation, the subjects are not aware they are being observed, which can lead to more natural behavior.

Q407. What is an example of **indirect observation**?
A. A researcher asking participants about their feelings.
B. A police investigation examining physical traces left at a crime scene.
C. A teacher observing students during a class.
D. A researcher conducting interviews with subjects.
Answer: B. A police investigation examining physical traces left at a crime scene.
Explanation: Indirect observation involves studying physical evidence or traces when direct participation is not possible, such as when a subject is deceased or refuses to participate.

Q408. Which observation type requires the researcher to have control over the variables and conditions?
A. Natural observation
B. Laboratory observation
C. Covert observation
D. Unstructured observation
Answer: B. Laboratory observation
Explanation: Laboratory observation is conducted in a controlled environment, allowing the researcher to manipulate conditions and variables.

UNIT 11

QUESTIONNAIRE METHOD

Q409. According to McKornam (1996), how many types of questionnaires are there?
A. Two
B. Three
C. Four
D. Five
Answer: B. Three
Explanation: McKornam categorized questionnaires into three types: mailed questionnaires, group-administered questionnaires, and personal contact questionnaires.

Q410. What is a **mailed questionnaire** also referred to as by Williams (1997)?
A. Group-administered questionnaire
B. Personal contact questionnaire
C. Self-completion questionnaire
D. Open-ended questionnaire
Answer: C. Self-completion questionnaire
Explanation: Williams refers to mailed questionnaires as self-completion questionnaires, where respondents fill out a predetermined set of questions.

Q411. What is a primary advantage of **mailed questionnaires**?
A. They have a high response rate.
B. They cover a wider geographical area.
C. They require immediate responses.
D. They allow for personal interaction.
Answer: B. They cover a wider geographical area.

Explanation: Mailed questionnaires can reach respondents across a broad geographical area, making them cost-effective.

Q412. What is a significant disadvantage of **mailed questionnaires**?
A. High cost of distribution.
B. Potential for incomplete answers.
C. Difficulties in personal interaction.
D. High need for immediate feedback.
Answer: B. Potential for incomplete answers.
Explanation: Mailed questionnaires may lead to incomplete answers, which pose challenges during data analysis.

Q413. In a **group-administered questionnaire**, how do respondents complete the questionnaire?
A. Individually, at their convenience.
B. In the presence of the researcher.
C. At a designated location with others.
D. Through online submissions.
Answer: C. At a designated location with others.
Explanation: In group-administered questionnaires, respondents gather at one place to complete the questionnaire, often used by teachers.

Q414. What characterizes a **personal contact questionnaire**?
A. It is filled out independently by respondents.
B. It involves interaction between the researcher and respondents.
C. It is mailed to participants with pre-paid envelopes.
D. It is conducted exclusively in laboratory settings.
Answer: B. It involves interaction between the researcher and respondents.
Explanation: Personal contact questionnaires allow the researcher to clarify doubts and interact with respondents during the data collection process.

Q415. What are the two main categories of survey questions?
A. Qualitative and quantitative
B. Open-ended and close-ended
C. Structured and unstructured
D. Direct and indirect
Answer: B. Open-ended and close-ended
Explanation: Survey questions can be grouped into open-ended and close-ended categories, each with distinct advantages and disadvantages.

Q416. Which of the following is an advantage of **open-ended questions**?
A. They provide specific answers.
B. They limit respondents' responses.
C. They allow for unanticipated answers.
D. They are easy to code.
Answer: C. They allow for unanticipated answers.
Explanation: Open-ended questions provide respondents with the freedom to express their views, leading to unanticipated and diverse responses.

Q417. What is a disadvantage of **open-ended questions**?
A. They lead to standardized responses.
B. Responses can be vague or irrelevant.
C. They are quick to answer.
D. They encourage creativity in responses.
Answer: B. Responses can be vague or irrelevant.
Explanation: Open-ended questions can yield vague or off-topic answers, complicating the analysis process.

Q418. What are **close-ended questions** best suited for?
A. Small-scale surveys
B. Large-scale surveys
C. Qualitative research
D. Individual interviews
Answer: B. Large-scale surveys
Explanation: Close-ended questions are particularly effective for large-scale surveys as they are easier and quicker for respondents to answer.

Q419. One major advantage of **close-ended questions** is that they are:
A. Time-consuming to interpret
B. Difficult for respondents to answer
C. Easy to code and tabulate
D. Always provide accurate responses
Answer: C. Easy to code and tabulate
Explanation: Close-ended questions facilitate easy coding and tabulation, making data analysis straightforward.

Q420. A challenge faced by researchers when designing **close-ended questions** is:
A. Having too few choices
B. Too many options can confuse respondents
C. Both A and B
D. Responses are always accurate
Answer: C. Both A and B
Explanation: Researchers must balance the number of response options; too few may not yield desired results, while too many can confuse respondents.

Q421. According to Paul Burton, **close-ended questions** can be classified into:
A. Open and closed questions
B. Qualitative and quantitative questions
C. Single choice and multiple-choice questions
D. Direct and indirect questions
Answer: C. Single choice and multiple-choice questions
Explanation: Paul Burton classifies close-ended questions into single choice or multiple-choice categories, defining how respondents can select answers.

Q422. Which of the following is **not** an advantage of close-ended questions?
A. Cost-effective
B. Respondents can provide detailed opinions
C. Easy for respondents to answer
D. Answers can be compared
Answer: B. Respondents can provide detailed opinions
Explanation: Close-ended questions limit the depth of responses, making them less suitable for detailed opinions compared to open-ended questions.

Q423. A potential disadvantage of **close-ended questions** is:
A. They allow for spontaneous answers.
B. They can frustrate respondents who do not see their desired options.
C. They are too complex for analysis.
D. They are too time-consuming to administer.
Answer: B. They can frustrate respondents who do not see their desired options.
Explanation: Respondents may become frustrated if their preferences are not adequately represented in the available choices.

Q424. Combining both **open-ended and close-ended questions** in a questionnaire can:
A. Increase confusion among respondents
B. Reduce the disadvantages of both types of questions
C. Only focus on quantitative data
D. Limit the scope of the study
Answer: B. Reduce the disadvantages of both types of questions
Explanation: A judicious mix of both question types can provide comprehensive data while mitigating the weaknesses of each approach.

Q425. For obtaining **quantitative data**, which type of question is most suitable?
A. Open-ended questions
B. Close-ended questions
C. Qualitative questions
D. Subjective questions
Answer: B. Close-ended questions
Explanation: Close-ended questions are most effective for gathering quantitative data, as they provide structured response options.

Q426. Which type of question is required for collecting **qualitative data**?
A. Closed-ended questions
B. Open-ended questions
C. True/false questions
D. Multiple-choice questions
Answer: B. Open-ended questions
Explanation: Open-ended questions allow respondents to express their thoughts and opinions freely, making them ideal for qualitative data collection.

Q427. What is the main purpose of using **scaling techniques** in questionnaires?
A. To make questions easier to read
B. To simplify data analysis
C. To increase response time
D. To confuse respondents
Answer: B. To simplify data analysis
Explanation: Scaling techniques help in organizing responses, making it easier to analyze the data collected.

Q428. A **rating scale** is best described as:
A. A qualitative measure of responses
B. A method requiring the observer to categorize rated objects with assigned numerals
C. A complex measuring instrument
D. An outdated method of measurement
Answer: B. A method requiring the observer to categorize rated objects with assigned numerals
Explanation: A rating scale allows respondents to assign items to specific categories or levels, often using numbers for clarity.

Q429. One advantage of **rating scales** is that they:
A. Require extensive training to administer
B. Are time-consuming to analyze
C. Are less expensive and quicker to use
D. Guarantee high validity
Answer: C. Are less expensive and quicker to use
Explanation: Rating scales are efficient for both respondents and researchers, making them a cost-effective option for data collection.

Q430. What is a **rank order scale** primarily used for?
A. Measuring numerical data
B. Ranking a list of items in order of preference
C. Gathering detailed qualitative responses
D. Evaluating factual knowledge
Answer: B. Ranking a list of items in order of preference
Explanation: A rank order scale allows respondents to prioritize items based on their preferences, streamlining data collection.

Q431. Which of the following should be **avoided** when constructing a questionnaire?
A. Clear and concise language
B. Use of jargons and slang
C. Single-focus questions
D. Straightforward instructions
Answer: B. Use of jargons and slang
Explanation: Jargons and slang can confuse respondents and lead to misinterpretation, undermining the clarity of the questionnaire.

Q432. According to Neuman (1997), **double-barreled questions** should be:
A. Used to gather multiple data points
B. Encouraged for detailed analysis
C. Avoided as they can confuse respondents
D. Reworded for clarity
Answer: C. Avoided as they can confuse respondents
Explanation: Double-barreled questions ask about two different issues at once, which can lead to ambiguous responses.

Q433. Busha and Harter (1980) emphasize the importance of:
A. Analyzing complex research problems
B. Avoiding brevity in responses
C. Requesting only information that can be easily provided
D. Encouraging extensive elaboration from

respondents
Answer: C. Requesting only information that can be easily provided
Explanation: It's essential to ensure that questions are manageable for respondents to encourage complete and accurate data collection.

Q434. Which of the following is a precaution when preparing a questionnaire?
A. Asking vague questions
B. Including unneeded questions
C. Ensuring clarity in question phrasing
D. Using complex language
Answer: C. Ensuring clarity in question phrasing
Explanation: Clarity is crucial for obtaining valid data and ensuring that respondents understand the questions being asked.

Q435. The **willingness of respondents** to participate in a survey is:
A. Irrelevant to data quality
B. Critical for collecting valuable information
C. Only important in qualitative research
D. A secondary concern for researchers
Answer: B. Critical for collecting valuable information
Explanation: Willingness directly impacts the quality of responses, making it essential for effective data collection.

Q436. Which of the following best describes **ambiguous questions** in a questionnaire?
A. Questions that have a single, clear interpretation
B. Questions that may lead to multiple interpretations
C. Questions that require a simple yes or no answer
D. Questions that are straightforward and concise
Answer: B. Questions that may lead to multiple interpretations
Explanation: Ambiguous questions can confuse respondents, leading to unclear or unreliable data.

Q437. Why is the **response rate** considered crucial in survey research?
A. It determines the complexity of the survey.
B. It affects the reliability of the research findings.
C. It increases the length of the questionnaire.
D. It simplifies data analysis.
Answer: B. It affects the reliability of the research findings.
Explanation: A high response rate is essential for ensuring that the findings of a survey are representative and reliable.

Q438. Which of the following factors can **negatively impact** the response rate in surveys?
A. Short and simple questionnaires
B. Engaging with the target population
C. Use of highly technical language
D. Timely distribution of questionnaires
Answer: C. Use of highly technical language
Explanation: Technical language can discourage respondents from completing the questionnaire, leading to lower response rates.

Q439. One way to increase the response rate is to:
A. Avoid follow-up communications
B. Distribute lengthy questionnaires
C. Contact respondents frequently
D. Use complex question formats
Answer: C. Contact respondents frequently
Explanation: Regular communication can remind and encourage respondents to complete and return the questionnaire.

Q440. Distributing questionnaires during **vacations or weekends** is likely to yield:
A. Lower response rates
B. Higher response rates
C. No change in response rates
D. Inconsistent response rates
Answer: B. Higher response rates
Explanation: Respondents are generally more available and willing to participate during these times.

Q441. What should be included in a **reminder letter** sent two weeks after distributing the questionnaire?
A. A warning about incomplete responses
B. Another copy of the questionnaire
C. An apology for any inconvenience
D. A request for feedback on the questionnaire
Answer: B. Another copy of the questionnaire
Explanation: Including another copy helps ensure that the respondent can complete and return it if the original was misplaced.

Q442. Which of the following is an example of a factor that might lead respondents to refuse to answer a questionnaire?
A. The questionnaire being short and concise
B. The questionnaire being relevant to their interests
C. Ignorance of the topic under research
D. Frequent reminders from the researcher
Answer: C. Ignorance of the topic under research
Explanation: If respondents feel they lack knowledge about the subject, they may be reluctant to participate.

Q443. When aiming to improve response rates, researchers should prioritize:
A. Lengthy questionnaires with many questions
B. Technical jargon to convey professionalism
C. Clear and simple language in questionnaires
D. Minimal contact with respondents
Answer: C. Clear and simple language in questionnaires
Explanation: Clear language encourages participation and helps ensure respondents understand the questions.

Q444. Politeness and patience are emphasized for researchers when:
A. Asking complicated questions
B. Distributing and reminding respondents about the questionnaire
C. Analyzing survey results
D. Conducting interviews
Answer: B. Distributing and reminding respondents about the questionnaire
Explanation: A polite and patient approach fosters a positive relationship with respondents, which can lead to better response rates.

UNIT 12

INTERVIEW METHOD

Q445. According to Krishan Kumar (1992), interviewing is defined as:
A. A method of data analysis.
B. A process of personal interaction between a researcher and a respondent.
C. A survey technique that requires no interaction.
D. A method used only for qualitative research.
Answer: B. A process of personal interaction between a researcher and a respondent.
Explanation: Interviewing involves direct interaction between the researcher and the respondent to gather data.

Q446. In a **structured interview**, the interviewer:
A. Can change the sequence of questions.
B. Is required to follow a pre-drafted set of questions.
C. Can ask follow-up questions at any time.
D. Should avoid recording the answers.
Answer: B. Is required to follow a pre-drafted set of questions.
Explanation: Structured interviews involve asking a specific set of pre-determined questions without deviation.

Q447. What is the main difference between **interviewing** and an **interview schedule**?
A. Interviewing is a method, while an interview schedule is a tool for data collection.
B. Interviewing involves only closed-ended questions, while an interview schedule uses open-ended questions.
C. Interviewing can be conducted in person, while

an interview schedule cannot.
D. There is no difference; both terms mean the same.
Answer: A. Interviewing is a method, while an interview schedule is a tool for data collection.
Explanation: Interviewing is the process of collecting data, whereas the interview schedule is a structured tool used during this process.

Q448. One advantage of **structured interviews** is that they:
A. Generate uniform data.
B. Allow for personal viewpoints to be shared freely.
C. Require extensive interviewing skills.
D. Are less time-consuming than unstructured interviews.
Answer: A. Generate uniform data.
Explanation: Structured interviews produce consistent and comparable data across different respondents.

Q449. In an **unstructured interview**, the interviewer:
A. Follows a strict set of questions.
B. Has the autonomy to ask any questions that arise during the interview.
C. Must stick to the interview schedule without deviation.
D. Primarily uses closed-ended questions.
Answer: B. Has the autonomy to ask any questions that arise during the interview.
Explanation: Unstructured interviews allow for flexibility and spontaneity in questioning, which can lead to richer data.

Q450. According to O'Leary (2004), complexities in interviewing may arise due to:
A. The simplicity of the questions asked.
B. The characteristics of the target population and communication challenges.
C. The use of only open-ended questions.
D. The formal setting of the interview.
Answer: B. The characteristics of the target population and communication challenges.
Explanation: Understanding the complexities of human interaction and communication is essential in the interviewing process.

Q451. In unstructured interviews, the interviewer is expected to:
A. Stick to a fixed set of questions.
B. Rely on the interview guide for direction but allow free-flowing conversation.
C. Avoid asking any follow-up questions.
D. Only record responses without engaging the interviewee.
Answer: B. Rely on the interview guide for direction but allow free-flowing conversation.
Explanation: While unstructured interviews may start with a guide, they allow for more natural dialogue and exploration of topics.

Q452. What is the primary goal of an **unstructured interview**?
A. To gather statistical data.
B. To obtain a personal viewpoint from respondents on a given topic.
C. To limit respondents' answers to predetermined options.
D. To simplify the data collection process.
Answer: B. To obtain a personal viewpoint from respondents on a given topic.
Explanation: Unstructured interviews are designed to explore individual perspectives and insights in depth.

Q453. An **unstructured interview** is also known as:
A. Structured interview.
B. In-depth interview.
C. Focused interview.
D. Telephonic interview.
Answer: B. In-depth interview.
Explanation: Unstructured interviews are often referred to as in-depth interviews because they seek detailed information.

Q454. According to Kothari (2004), depth interviews are designed to:
A. Gather statistical data.
B. Discover underlying motives and desires.
C. Limit the responses of participants.
D. Focus solely on quantitative research.
Answer: B. Discover underlying motives and desires.
Explanation: Depth interviews aim to explore the deeper motivations and feelings of respondents.

Q455. A **focused interview** is primarily conducted to:
A. Collect random data from respondents.
B. Obtain in-depth information on a specific issue.
C. Conduct surveys in a structured manner.
D. Gather data without any specific topic.
Answer: B. Obtain in-depth information on a specific issue.
Explanation: Focused interviews aim to elicit detailed information on a particular topic from respondents.

Q456. In a **non-directive interview**, the interviewer:
A. Controls the discussion entirely.
B. Acts as a catalyst and prompts the respondents to share information.
C. Follows a strict set of questions without deviation.
D. Avoids any interaction with the respondents.
Answer: B. Acts as a catalyst and prompts the respondents to share information.
Explanation: The interviewer encourages the respondents to provide information while maintaining control over the general topic.

Q457. A **clinical interview** is often used in:
A. Market research.
B. Social care work and counseling.
C. Telephonic surveys.
D. Structured questionnaire studies.
Answer: B. Social care work and counseling.
Explanation: Clinical interviews are commonly used in settings such as social care and counseling to explore feelings and life experiences.

Q458. The main advantage of a **telephonic interview** is:
A. It allows for face-to-face interaction.
B. It requires extensive skills to conduct.
C. It enables quick data collection without travel.
D. It provides detailed written responses.
Answer: C. It enables quick data collection without travel.
Explanation: Telephonic interviews are efficient for gathering data quickly and economically without visiting respondents.

Q459. Computer Assisted Telephone Interviewing (CATI) is designed to:
A. Conduct interviews without any technological assistance.
B. Simplify data collection and analysis through software.
C. Limit the number of respondents in a study.
D. Ensure that all interviews are conducted in person.
Answer: B. Simplify data collection and analysis through software.
Explanation: CATI uses technology to enhance the efficiency and quality of data collection in surveys.

Q460. Before the actual interview process, it is advisable to:
A. Conduct interviews without preparation.
B. Pre-test the interview questions with a pilot group.
C. Finalize the questions without feedback.
D. Avoid any modifications to the interview schedule.
Answer: B. Pre-test the interview questions with a pilot group.
Explanation: Conducting a pilot study helps

researchers refine their questions and improve the overall quality of the interview.

Q461. The pilot test of the interview schedule is important because it allows researchers to:
A. Gather data from the actual respondents.
B. Obtain suggestions to improve the interview questions.
C. Limit the scope of the study.
D. Ensure that only closed-ended questions are asked.
Answer: B. Obtain suggestions to improve the interview questions.
Explanation: Feedback from the pilot group can help researchers modify the questions for better responses in the actual study.

Q462. In structured interviews, the method of recording responses is primarily done through:
A. Video recording.
B. Audio recording.
C. Note Taking method.
D. Verbatim transcription.
Answer: C. Note Taking method.
Explanation: The Note Taking method is commonly used in structured interviews, especially when closed-ended questions are asked.

Q463. When using the Note Taking method, if a respondent does not answer a question, the interviewer should write:
A. "Not applicable."
B. "Skipped."
C. "Not responded."
D. "No comment."
Answer: C. "Not responded."
Explanation: It is important to indicate that the respondent did not provide an answer by writing "not responded" or a similar note.

Q464. Comments made by the respondent during the interview should be recorded:
A. In a separate document only.
B. On a different sheet from the interview schedule.
C. In the margin area near the questions.
D. Verbally at the end of the interview.
Answer: C. In the margin area near the questions.
Explanation: Noting comments in the margin area helps contextualize responses during data analysis.

Q465. The explanations given by the interviewer should be recorded:
A. Only at the end of the interview.
B. Separately question-wise.
C. In a summary format after all responses.
D. Only if requested by the respondent.
Answer: B. Separately question-wise.
Explanation: Recording explanations separately for each question aids in clarity and facilitates easier analysis later.

Q466. Preparing verbatim transcripts after an interview is considered:
A. An easy task that requires little time.
B. A time-consuming and arduous task.
C. Optional and not necessary for research.
D. A simple summary of the interview content.
Answer: B. A time-consuming and arduous task.
Explanation: According to Helen Finch (1990), preparing transcripts is labor-intensive and can take a significant amount of time.

Q467. It may be beneficial for researchers to outsource the task of preparing transcripts to:
A. Other researchers in their field.
B. An outside professional agency.
C. Their interview participants.
D. Their colleagues in the same institution.
Answer: B. An outside professional agency.
Explanation: Outsourcing transcription can allow researchers to focus on other aspects of their work while ensuring quality in the transcription process.

UNIT 13

EXPERIMENTAL METHOD

Q468. Which of the following is NOT considered a part of an experiment?
A. Independent variable.
B. Control group.
C. Literature review.
D. Experimental group.
Answer: C. Literature review.
Explanation: A literature review is not a part of an experiment but a background study that informs research.

Q469. In experimental research, the variable that is manipulated is known as the:
A. Dependent variable.
B. Independent variable.
C. Subject variable.
D. Control variable.
Answer: B. Independent variable.
Explanation: The independent variable is the one that the researcher manipulates to observe its effect.

Q470. The subjects who receive the treatment in an experiment are referred to as the:
A. Control group.
B. Experimental group.
C. Random group.
D. Subject group.
Answer: B. Experimental group.
Explanation: The experimental group consists of subjects who are randomly assigned to receive the treatment.

Q471. What is the purpose of a control group in an experiment?
A. To receive the treatment.
B. To provide a basis for comparison.
C. To manipulate the independent variable.
D. To increase the sample size.
Answer: B. To provide a basis for comparison.
Explanation: The control group does not receive the treatment, allowing researchers to compare results with the experimental group.

Q472. Random assignment is important in experiments because it:
A. Ensures all subjects receive the treatment.
B. Helps control for confounding variables.
C. Eliminates the need for a control group.
D. Guarantees higher response rates.
Answer: B. Helps control for confounding variables.
Explanation: Random assignment minimizes the influence of external factors that could affect the outcome of the experiment.

Q473. A pretest is defined as:
A. Measurement of the dependent variable after treatment.
B. Measurement of the dependent variable before treatment.
C. Measurement of the independent variable during treatment.
D. Random assignment of subjects to groups.
Answer: B. Measurement of the dependent variable before treatment.
Explanation: A pretest measures the dependent variable prior to the introduction of the treatment.

Q474. The measurement of the dependent variable after the introduction of treatment is called:
A. Pretest.
B. Control test.
C. Posttest.
D. Random test.
Answer: C. Posttest.
Explanation: A posttest measures the dependent variable after the treatment has been applied.

Q475. Which of the following statements best describes the cause-and-effect relationship in an experiment?
A. It shows the influence of random assignment on the outcome.
B. It illustrates the relationship between the independent and dependent variables.
C. It focuses on the comparison between the

experimental and control groups.
D. It emphasizes the importance of pretests and posttests.
Answer: B. It illustrates the relationship between the independent and dependent variables.
Explanation: The cause-and-effect relationship highlights how manipulating the independent variable affects the dependent variable.

Q476. An experiment is distinguished from mere observation because it involves:
A. Only natural settings.
B. Deliberate human intervention to produce change.
C. Passive data collection.
D. Non-manipulative research methods.
Answer: B. Deliberate human intervention to produce change.
Explanation: Experiments involve actively manipulating variables to observe changes, unlike simple observation.

Q477. Which of the following is NOT a purpose of laboratory experiments?
A. To discover causal relations under uncontaminated conditions.
B. To test predictions derived from theory.
C. To conduct research in a natural setting.
D. To refine theories.
Answer: C. To conduct research in a natural setting.
Explanation: Laboratory experiments are conducted in controlled settings, not natural environments.

Q478. What is one merit of laboratory experiments?
A. High degree of flexibility.
B. Complete control over extraneous factors.
C. Results can be easily generalized to real-life situations.
D. Stronger effects of independent variables.
Answer: B. Complete control over extraneous factors.
Explanation: Laboratory experiments allow researchers to control external variables to isolate the effects of the independent variable.

Q479. A significant demerit of laboratory experiments is:
A. The high cost of conducting experiments.
B. The strong effects of independent variables.
C. The artificial setting leading to weak effects of manipulation.
D. The flexibility in experimental design.
Answer: C. The artificial setting leading to weak effects of manipulation.
Explanation: The artificial nature of laboratory settings may weaken the perceived effects of the manipulated variables.

Q480. In contrast to laboratory experiments, field experiments are characterized by:
A. More control over variables.
B. Higher precision in measurements.
C. Conducting research in real-life situations.
D. Less reliance on extraneous factors.
Answer: C. Conducting research in real-life situations.
Explanation: Field experiments take place in natural settings, reflecting real-world conditions.

Q481. Which of the following is a merit of field experiments?
A. Greater precision in measurement.
B. Stronger effects of independent variables due to realism.
C. Complete control over extraneous variables.
D. High level of structure and standardization.
Answer: B. Stronger effects of independent variables due to realism.
Explanation: The real-life context of field experiments often leads to stronger impacts from the independent variables.

Q482. One of the major demerits of field experiments is:

A. The ease of manipulating independent variables.
B. The practical difficulties in manipulation and randomization.
C. The lack of social relevance.
D. The structured environment of the study.
Answer: B. The practical difficulties in manipulation and randomization.
Explanation: Field experiments often face challenges in controlling variables and ensuring random assignment due to their real-world nature.

Q483. For a field experiment to be more successful, it is recommended to conduct:
A. A laboratory study.
B. A pre-test of the dependent variable.
C. A field study to gain knowledge of the setting.
D. An extensive literature review.
Answer: C. A field study to gain knowledge of the setting.
Explanation: Conducting a field study beforehand helps the researcher understand the environment better, improving the chances of success for the field experiment.

Q484. The Before-After or Pre-test-Post-test experimental design is often referred to as:
A. Quasi-experimental design.
B. Classical experimental design.
C. After-only experimental design.
D. Mixed design.
Answer: B. Classical experimental design.
Explanation: This design is known for its reliability and systematic approach in experimental research.

Q485. In the classical experimental design, after the pretest, the treatment is administered to:
A. Both control and experimental groups.
B. Only the control group.
C. Only the experimental group.
D. Neither group.
Answer: C. Only the experimental group.
Explanation: The treatment is specifically applied to the experimental group, while the control group does not receive the treatment.

Q486. One limitation of the Before-After experimental design is:
A. It requires complex statistical analysis.
B. It does not ensure freedom from external factors.
C. It is difficult to implement in real-life settings.
D. It cannot be replicated.
Answer: B. It does not ensure freedom from external factors.
Explanation: This design may still be influenced by external factors that can affect the outcome.

Q487. In the After-only or Pre-test only experimental design, how are the subjects selected?
A. They are assigned randomly to groups.
B. They are selected based on convenience sampling.
C. They are chosen to be similar in all conditions.
D. They are selected through random stratification.
Answer: C. They are chosen to be similar in all conditions.
Explanation: This design requires that the experimental and control groups are similar to ensure valid comparisons.

Q488. A quasi-experimental design is characterized by:
A. Random assignment of subjects to groups.
B. Manipulation of the independent variable without random assignment.
C. Complete control over extraneous variables.
D. Lack of manipulation of any variables.
Answer: B. Manipulation of the independent variable without random assignment.
Explanation: Quasi-experimental designs allow for manipulation of variables but do not use random assignment.

Q489. The term 'Ex Post Facto' refers to research situations where:
A. The experimenter manipulates the independent variable.
B. The experimenter cannot control the stimulus or

variables.
C. Random assignment is used.
D. Changes are achieved before observation.
Answer: B. The experimenter cannot control the stimulus or variables.
Explanation: 'Ex Post Facto' means the analysis is done after an effect has occurred, without manipulation by the researcher.

Q490. Special design (Mixed Design) requires the use of:
A. Single-factor analysis.
B. Only qualitative research methods.
C. Computer programs and statistical consultants.
D. Randomized control trials.
Answer: C. Computer programs and statistical consultants.
Explanation: Mixed designs, which involve multifactor analysis, often necessitate sophisticated statistical tools.

Q491. A mixed design is particularly useful when the researcher:
A. Seeks to limit the number of variables involved.
B. Wants to generalize results to real-life situations with multiple treatment levels.
C. Aims for simple, straightforward experimental conditions.
D. Is dealing with only two levels of treatment.
Answer: B. Wants to generalize results to real-life situations with multiple treatment levels.
Explanation: Mixed designs allow for exploration of complex real-world scenarios where multiple factors influence outcomes.

UNIT 14

CASE STUDY

Q492. According to Charles H. Cooley, case studies:
A. Limit the understanding of social phenomena.
B. Deepen perception and provide clear insights into life.
C. Are irrelevant in social research.
D. Are merely observational methods.
Answer: B. Deepen perception and provide clear insights into life.
Explanation: Cooley emphasizes that case studies enhance understanding and provide clarity about life.

Q493. Pauline Young describes case study as a method for exploring and analyzing:
A. Only individual behaviors.
B. The life of a social unit, such as a person or community.
C. Historical data exclusively.
D. Statistical trends in a population.
Answer: B. The life of a social unit, such as a person or community.
Explanation: Young highlights the comprehensive nature of case studies in examining social units.

Q494. Goode and Hatt define case study as a way of:
A. Randomly sampling social data.
B. Organizing social data to preserve the unity of the object studied.
C. Isolating variables for experimental analysis.
D. Analyzing quantitative data exclusively.
Answer: B. Organizing social data to preserve the unity of the object studied.
Explanation: Their definition focuses on maintaining the integrity of the social unit being analyzed.

Q495. According to F.L. Whitney, a case study involves:
A. Brief surveys of various subjects.
B. A complete analysis and report of an individual's status in specific phases of personality.
C. Only the quantitative analysis of groups.
D. Purely observational techniques without interaction.

Answer: B. A complete analysis and report of an individual's status in specific phases of personality.
Explanation: Whitney emphasizes the thorough nature of case studies regarding individual subjects.

Q496. Case studies are particularly valuable because they provide:
A. A single perspective on a social phenomenon.
B. Rich descriptions of events from multiple perspectives.
C. Only quantitative data for analysis.
D. Limited insights into historical contexts.
Answer: B. Rich descriptions of events from multiple perspectives.
Explanation: Case studies are known for their depth and multifaceted views of social situations.

Q497. In library and information science, the main purpose of case studies is:
A. To gather only statistical data.
B. Fact-finding related to individuals and institutions.
C. To focus solely on theoretical analysis.
D. To compare different libraries.
Answer: B. Fact-finding related to individuals and institutions.
Explanation: Case studies in this field aim to uncover practical insights for management and service planning.

Q498. Which of the following is NOT listed as a source of data for case studies?
A. Life histories.
B. Personal records.
C. Randomized surveys.
D. Interviews and observations.
Answer: C. Randomized surveys.
Explanation: Case studies utilize personal and qualitative sources rather than randomized survey methods.

Q499. Which skill is considered essential for a researcher conducting a case study?
A. Ability to make assumptions without evidence.
B. Asking good questions and interpreting answers effectively.
C. Rigid adherence to a predetermined methodology.
D. Ignoring contradictory evidence.
Answer: B. Asking good questions and interpreting answers effectively.
Explanation: Effective questioning and interpretation are critical for gaining insights from case studies.

Q500. A researcher should be:
A. Fixed in their perspective and resistant to change.
B. Adaptable and flexible in encountering new situations.
C. Uninterested in the theoretical background of the study.
D. Focused solely on their own biases.
Answer: B. Adaptable and flexible in encountering new situations.
Explanation: Adaptability allows researchers to view new situations as opportunities for deeper understanding.

UNIT 15

RESEARCH DESIGN

Q501. Research is characterized as:
A. Random and unstructured.
B. Systematic, skeptic, and ethical.
C. Solely dependent on technology.
D. An informal inquiry process.
Answer: B. Systematic, skeptic, and ethical.
Explanation: Robson emphasizes these three characteristics as essential to effective research.

Q502. The primary aim of pure research is to:
A. Create immediate applications for societal problems.

B. Develop new theories without practical application.
C. Improve upon existing knowledge.
D. Conduct experiments on untested theories.
Answer: C. Improve upon existing knowledge.
Explanation: Pure research aims to enhance the understanding of established concepts and knowledge.

Q503. The trend in research today is leaning towards:
A. Pure research exclusively.
B. Applied research.
C. Informal research methods.
D. Historical research methods.
Answer: B. Applied research.
Explanation: A contemporary focus on applied research for practical societal benefits.

Q504. Research design is important because it:
A. Allows for random and chaotic studies.
B. Ensures research is carried out in a planned way.
C. Eliminates the need for data collection.
D. Focuses solely on theoretical frameworks.
Answer: B. Ensures research is carried out in a planned way.
Explanation: Research design provides a structured approach to conducting research effectively.

Q505. Factors to consider when deciding on a research design include all EXCEPT:
A. Nature of investigation.
B. Number of subjects' emotional states.
C. Data collection methods.
D. Period of reference for the study.
Answer: B. Number of subjects' emotional states.
Explanation: Emotional states of subjects are not mentioned as a consideration in research design decisions.

Q506. Which of the following is NOT a type of investigation?
A. Exploratory.
B. Experimental.
C. Narrative.
D. Descriptive.
Answer: C. Narrative.
Explanation: The types of investigation listed do not include narrative research as defined in the text.

Q507. The method of research that focuses on observing subjects over time is known as:
A. Cross-sectional research.
B. Longitudinal research.
C. Retrospective research.
D. Experimental research.
Answer: B. Longitudinal research.
Explanation: Longitudinal research involves repeated observations of the same subjects over a period of time.

Q508. Which of the following is a data collection method?
A. Ethnography.
B. Case studies.
C. Personal narratives.
D. Psychological testing.
Answer: B. Case studies.
Explanation: Case studies are highlighted as a valid method for data collection in research.

Q509. Retrospective research design primarily focuses on:
A. Future predictions.
B. Analyzing past data and events.
C. Real-time data collection.
D. Ongoing experiments.
Answer: B. Analyzing past data and events.
Explanation: Retrospective design looks back at data that has already been collected.

Q510. The term "non-experimental" research refers to designs that:
A. Do not involve any form of measurement.

B. Lack manipulation of independent variables.
C. Are entirely subjective.
D. Focus solely on numerical data.
Answer: B. Lack manipulation of independent variables.
Explanation: Non-experimental designs do not involve altering any variables; they simply observe existing conditions.

UNIT 15

RESEARCH DESIGN

Q511. The nature of investigation in research can be classified into which of the following types?
A. Exploratory, descriptive, causal/experimental, semi-experimental, non-experimental, and field research.
B. Quantitative, qualitative, mixed methods, and theoretical.
C. Systematic, unsystematic, chaotic, and random.
D. Observational, longitudinal, retrospective, and prospective.
Answer: A. Exploratory, descriptive, causal/experimental, semi-experimental, non-experimental, and field research.
Explanation: These categories encompass the different approaches researchers can take based on the investigation's nature.

Q512. Exploration in research is characterized as:
A. A systematic and rigid approach.
B. An initial foray into the unknown with vague ideas.
C. A methodical and structured investigation.
D. Solely a quantitative research technique.
Answer: B. An initial foray into the unknown with vague ideas.
Explanation: Exploration is the starting point of research, where researchers seek to understand unknown territories.

Q513. Experimental research focuses on:
A. Observing human behavior without manipulation.
B. The effects of independent variables on dependent variables.
C. Gathering qualitative data through unstructured interviews.
D. Describing existing conditions without altering variables.
Answer: B. The effects of independent variables on dependent variables.
Explanation: Experimental research examines how changes in independent variables affect dependent variables under controlled conditions.

Q514. What differentiates semi-experimental studies from experimental studies?
A. The use of theoretical frameworks.
B. The random sampling in experimental studies compared to non-random sampling in semi-experimental studies.
C. The duration of the research process.
D. The number of researchers involved.
Answer: B. The random sampling in experimental studies compared to non-random sampling in semi-experimental studies.
Explanation: Semi-experimental studies use non-random sampling methods, while experimental studies use random sampling.

Q515. Non-experimental studies ascribe changes in dependent variables to:
A. Random sampling techniques.
B. Induced changes in independent variables.
C. Observed relationships without manipulation.
D. Controlled laboratory settings.
Answer: C. Observed relationships without manipulation.
Explanation: Non-experimental studies do not manipulate independent variables; instead, they observe and analyze existing conditions.

Q516. In the provided example, the independent variable when studying the effect of IT use in the classroom is:

A. Student performance.
B. The method of teaching.
C. Use of IT in the classroom.
D. Classroom size.
Answer: C. Use of IT in the classroom.
Explanation: The study identifies the use of IT as the variable being manipulated to observe its effect on student performance.

Q517. Field research is characterized by:
A. Conducting research in controlled laboratory environments.
B. Studying behavior in real-life situations without significant intervention.
C. Relying solely on quantitative data collection methods.
D. Using random sampling techniques exclusively.
Answer: B. Studying behavior in real-life situations without significant intervention.
Explanation: Field research aims to observe and collect data in natural settings without altering the environment.

Q518. According to Kaplan, field research involves:
A. Complete control over all observed variables.
B. Direct or indirect observation of behavior in its natural circumstances.
C. A theoretical approach without practical application.
D. Exclusive use of surveys for data collection.
Answer: B. Direct or indirect observation of behavior in its natural circumstances.
Explanation: Kaplan highlights the observational nature of field research in understanding behavior.

Q519. The primary difference between experimental research and field experiments is:
A. The number of researchers involved.
B. The focus on qualitative vs. quantitative data.
C. The setting in which the research is conducted (laboratory vs. natural settings).
D. The length of time the research takes.
Answer: C. The setting in which the research is conducted (laboratory vs. natural settings).
Explanation: Experimental research is conducted in controlled laboratory settings, while field experiments occur in natural environments.

Q520. Field experiments involve:
A. Strictly observational techniques without manipulation.
B. Studying the effects of varying independent variables on dependent variables in real-life settings.
C. Collecting only qualitative data from participants.
D. Conducting research solely in controlled environments.
Answer: B. Studying the effects of varying independent variables on dependent variables in real-life settings.
Explanation: Field experiments manipulate independent variables while observing their effects in natural conditions.

Q521: Based on the period of reference of study, which of the following research designs is NOT?
A. Retrospective
B. Prospective
C. Cross-sectional
D. Retrospective-Prospective

Correct Answer: C. Cross-sectional
Explanation: Three types of research designs based on the period of reference: retrospective, prospective, and retrospective-prospective. Cross-sectional is not mentioned as one of the designs.

Q522: Which of the following is an example of a retrospective study?
A. Libraries of the future: How will they exist?
B. Employment scenario among LIS Professionals in 1990s.
C. Effect of RFID technology on pilferage of books in college libraries.
D. Prospects of digital libraries in India.

Correct Answer: B. Employment scenario among LIS Professionals in 1990s.

Explanation: Retrospective studies focus on phenomena that have occurred in the past. The employment scenario among LIS Professionals in the 1990s is a historical event.

Q523: What characterizes prospective studies?
A. They study past phenomena.
B. They aim to predict future situations.
C. They require a control group.
D. They collect data through retrospective recall.

Correct Answer: B. They aim to predict future situations.
Explanation: Prospective studies are concerned with predicting future events or situations, contrasting with retrospective studies that analyze past occurrences.

Q524: In the context of retrospective-prospective studies, what distinguishes them from other study types?
A. They have a control group.
B. They only observe independent variables.
C. They analyze past events and predict their future implications.
D. They only use qualitative data.

Correct Answer: C. They analyze past events and predict their future implications.
Explanation: Retrospective-prospective studies consider past phenomena and use that information to make predictions about future outcomes.

Q525: What is an essential component of research design?
A. Sampling method
B. Literature review
C. Hypothesis testing
D. Statistical software

Correct Answer: A. Sampling method
Explanation: The importance of clearly stating the sampling method used in research design, including whether it involves probability or non-probability sampling.

Q526: Which type of validity refers to how well a test measures what it is supposed to measure?
A. Face Validity
B. Content Validity
C. Construct Validity
D. Predictive Validity

Correct Answer: C. Construct Validity
Explanation: Construct validity assesses whether a test adequately measures the theoretical construct it aims to evaluate.

Q527: What method is used to ensure reliability through repeated measures?
A. Split-half technique
B. Test-retest method
C. Parallel test method
D. Observational method

Correct Answer: B. Test-retest method
Explanation: The test-retest method involves administering the same instrument to the same subjects at different times to check for consistency in results.

Q528: When conducting research, what does the term "dependent variable" refer to?
A. The variable manipulated by the researcher
B. The variable that is measured or observed
C. The variable that is controlled during the study
D. The variable that remains constant

Correct Answer: B. The variable that is measured or observed
Explanation: The dependent variable is the outcome or effect that is measured in a study, while the independent variable is the one manipulated to observe its effect on the dependent variable.

Q529: In the context of data collection, what is the significance of specifying when and where the data will be collected?
A. It ensures compliance with ethical guidelines.
B. It helps in improving data validity.
C. It assists in planning the budget for the study.
D. It clarifies the research design and context for the study.

Correct Answer: D. It clarifies the research design and context for the study.
Explanation: Specifying when and where data will be collected provides clarity about the study's context and operationalizes the research design effectively.

UNIT 16

RESEARCH PLAN

Q530: What is one of the primary functions of a research plan?
A. To define the research hypothesis
B. To give directions on what needs to be done, when and how
C. To limit the number of participants
D. To conduct statistical analysis

Correct Answer: B. To give directions on what needs to be done, when and how
Explanation: A research plan provides a roadmap for the research process, detailing what tasks need to be accomplished and in what order.

Q531: Which of the following is NOT a function of a research plan?
A. Evaluate your progress during research
B. Limit the scope of the topic
C. Prove the feasibility of the study
D. Provide a route from stating the topic to finalizing the results

Correct Answer: C. Prove the feasibility of the study
Explanation: The functions of a research plan include guiding research, evaluating progress, and defining scope, but proving feasibility is not explicitly mentioned.

Q532: What distinguishes quantitative proposals from qualitative proposals?
A. Quantitative proposals focus on exploratory research.
B. Quantitative proposals include hypotheses and operationalization of concepts.
C. Qualitative proposals are strictly experimental.
D. Qualitative proposals always have a defined sample size.

Correct Answer: B. Quantitative proposals include hypotheses and operationalization of concepts.
Explanation: Quantitative research typically involves hypotheses and operational definitions, while qualitative research often does not.

Q533: Which section of a research plan provides background information on the topic?
A. Title
B. Introduction
C. Scope
D. Problem Statement

Correct Answer: B. Introduction
Explanation: The introduction section offers background information, and a thorough review of existing literature related to the research topic.

Q534: How is the problem statement related to the introduction in a research plan?
A. The problem statement is a summary of the introduction.
B. The problem statement is less general than the introduction.
C. The introduction should only focus on the problem.
D. The problem statement should be longer than the introduction.

Correct Answer: B. The problem statement is less general than the introduction.
Explanation: The introduction provides general background information, while the problem statement focuses specifically on the research problem.

Q535: Why is it important to clarify the scope of a research topic?
A. To increase the number of variables considered
B. To indicate the extent of investigation and geographical area
C. To ensure the topic is broad enough for exploration
D. To limit the number of references used

Correct Answer: B. To indicate the extent of investigation and geographical area
Explanation: Clarifying the scope helps define the boundaries of the research, including subject content and geographical considerations.

Q536: What is the primary purpose of a hypothesis in research?
A. To provide a detailed literature review
B. To serve as a line of action for finding answers to the research problem
C. To summarize the research findings
D. To establish the final conclusions of the study

Correct Answer: B. To serve as a line of action for finding answers to the research problem
Explanation: Hypotheses guide researchers in their inquiry by suggesting potential relationships between variables.

Q537: What distinguishes a null hypothesis from an alternative hypothesis?
A. The null hypothesis is always true.
B. The null hypothesis states that there is no effect or relationship, while the alternative hypothesis suggests there is.
C. The null hypothesis is broader in scope than the alternative hypothesis.
D. The null hypothesis is based solely on qualitative research.

Correct Answer: B. The null hypothesis states that there is no effect or relationship, while the alternative hypothesis suggests there is.
Explanation: The null hypothesis typically represents a negative statement about expected relationships, while the alternative hypothesis posits that a relationship exists.

Q538: Why is a literature review important in the research process?
A. It replaces the need for data collection.
B. It helps the researcher understand existing work in the field and identify areas for further investigation.
C. It eliminates the need for a hypothesis.
D. It summarizes all research findings on the topic.

Correct Answer: B. It helps the researcher understand existing work in the field and identify areas for further investigation.
Explanation: A literature review provides context and background, helping researchers identify gaps and ripe areas for research.

Q539: What does the research design encompass in a research plan?
A. Only the data analysis methods
B. The entire operational plan from hypothesis formulation to data analysis
C. The theoretical framework of the study
D. The financial aspects of the research project

Correct Answer: B. The entire operational plan from hypothesis formulation to data analysis
Explanation: Research design outlines the methods of investigation, data collection, and analysis processes.

Q540: What is tentative chapterization in a research plan?

A. A detailed budget for the research project
B. An outline of the physical structure of the research report, indicating chapter titles
C. A list of references to be used in the research
D. A summary of research findings

Correct Answer: B. An outline of the physical structure of the research report, indicating chapter titles
Explanation: Tentative chapterization presents the planned chapters in a research report, providing a structure for the thesis.

Q541: What type of research design is best suited for exploratory investigations?
A. Experimental design
B. Descriptive design
C. Descriptive or exploratory design
D. Qualitative design only

Correct Answer: C. Descriptive or exploratory design
Explanation: Exploratory investigations often begin with descriptive or exploratory designs, allowing researchers to explore their topic more freely.

Q542: What are some common limitations in research studies?
A. Only methodological limitations
B. Limitations related to contents, geographical area, and time period of study
C. Limitations that do not affect the research quality
D. Limitations that are universally applicable to all research

Correct Answer: B. Limitations related to contents, geographical area, and time period of study
Explanation: Limitations can arise from various aspects, including the subject matter, geographical focus, and duration of the research.

Q543: Why is it important for researchers to admit limitations in their studies?
A. To make the study appear more complex
B. To provide transparency and context for evaluating the research
C. To deflect criticism from reviewers
D. To justify the time taken on the research

Correct Answer: B. To provide transparency and context for evaluating the research
Explanation: Acknowledging limitations helps evaluators understand the scope and constraints of the research.

Q544: What does a work plan in a research plan typically include?
A. Details of the funding agencies
B. A timeline for starting research, reviewing literature, and preparing instruments
C. A summary of the research findings
D. A detailed literature review

Correct Answer: B. A timeline for starting research, reviewing literature, and preparing instruments
Explanation: A work plan outlines the specific milestones and timelines for various stages of the research.

Q545: Which of the following agencies in India provides financial support for research?
A. Ministry of Education
B. University Grants Commission
C. Ministry of Finance
D. National Bureau of Statistics

Correct Answer: B. University Grants Commission
Explanation: The University Grants Commission is one of several agencies that provide funding for research in India.

Q546: What is the primary concern of ethics in research?
A. Obtaining the maximum funding possible
B. Ensuring the research is conducted in an

acceptable and responsible manner
C. Completing the research quickly
D. Following the same methods as previous studies

Correct Answer: B. Ensuring the research is conducted in an acceptable and responsible manner
Explanation: Ethics in research focuses on conducting work in a way that is socially acceptable and morally sound.

Q547: How are ethics and morals related in the context of research?
A. Ethics is less important than morals in research.
B. Ethics is solely about following rules, while morals are about personal beliefs.
C. Ethics concerns what one ought to do, while morals reflect personal beliefs about right and wrong.
D. Ethics and morals have no connection in research.

Correct Answer: C. Ethics concerns what one ought to do, while morals reflect personal beliefs about right and wrong.
Explanation: Ethics provides guidelines for acceptable behavior in research, while morals are subjective and personal.

UNIT 17

STATISTICAL INFERENCE

Q548: What is a hypothesis in research?
A. A definitive conclusion based on data
B. A tentative statement about a characteristic of a population
C. An established law of nature
D. An irrelevant opinion

Correct Answer: B. A tentative statement about a characteristic of a population
Explanation: A hypothesis proposes a specific claim about a population characteristic that can be tested.

Q549: What are the four important components of hypothesis testing?
A. Population, Sample, Data, Results
B. Null hypothesis, Alternative hypothesis, Test statistic, Interpretation of results
C. Claim, Evidence, Analysis, Conclusion
D. Theory, Observation, Experimentation, Conclusion

Correct Answer: B. Null hypothesis, Alternative hypothesis, Test statistic, Interpretation of results
Explanation: These components are essential for conducting hypothesis testing.

Q550: What is the null hypothesis denoted by?
A. H1
B. H0
C. HA
D. HZ

Correct Answer: B. H0
Explanation: The null hypothesis is commonly denoted by H0.

Q551: In hypothesis testing, what does the alternative hypothesis represent?
A. The statement we accept as true
B. The statement that is tested against the null hypothesis
C. The final conclusion of the research
D. The most probable outcome of the study

Correct Answer: B. The statement that is tested against the null hypothesis
Explanation: The alternative hypothesis (denoted HA) is considered if the null hypothesis is rejected.

Q552: What does a test statistic do in hypothesis testing?
A. It summarizes the research findings
B. It tests the difference between sample mean and population mean

C. It indicates the quality of the research design
D. It provides a funding source for research

Correct Answer: B. It tests the difference between sample mean and population mean
Explanation: The test statistic helps determine if observed differences are significant or due to sampling fluctuations.

Q553: What happens if the absolute value of the test statistic exceeds the critical value?
A. Accept the null hypothesis
B. Reject the null hypothesis
C. Collect more data
D. Conduct a different test

Correct Answer: B. Reject the null hypothesis
Explanation: If the test statistic exceeds the critical value, it indicates a significant difference, leading to the rejection of the null hypothesis.

Q554: What statistical test is used for large samples?
A. Chi-square test
B. Z-test
C. T-test
D. F-test

Correct Answer: B. Z-test
Explanation: The z-test is appropriate for hypothesis testing when the sample size is large.

Q555: What is the test statistic for the t-test given by?
A. nx\frac{n}{x}xn
B. xs\frac{x}{s}sx
C. sn\frac{s}{n}ns
D. xn\frac{x}{\sqrt{n}}nx

Correct Answer: C. sn\frac{s}{n}ns
Explanation: The t-test statistic is calculated using the sample mean and standard deviation.

Q556: How is the critical value of t determined?
A. It is fixed regardless of sample size
B. It depends on the degree of freedom
C. It is the same as the critical value for the z-test
D. It is irrelevant to hypothesis testing

Correct Answer: B. It depends on the degree of freedom
Explanation: The critical value for the t-test varies based on the sample size, which affects the degrees of freedom.

Q557: What is a Type I error in hypothesis testing?
A. Accepting the null hypothesis when it is false
B. Rejecting the null hypothesis when it is true
C. Failing to collect enough data
D. Making an error in data entry

Correct Answer: B. Rejecting the null hypothesis when it is true
Explanation: A Type I error occurs when the null hypothesis is actually true, but the test results lead to its rejection.

Q558: What is a Type II error?
A. Rejecting the null hypothesis when it is true
B. Accepting the null hypothesis when it is false
C. Ignoring the results of a study
D. Misinterpreting the confidence level

Correct Answer: B. Accepting the null hypothesis when it is false
Explanation: A Type II error happens when the null hypothesis is not rejected despite being false.

Q559: What does a confidence level of 95 percent imply?
A. 95 percent chance of a Type I error
B. 5 percent chance of making a Type II error
C. 95 percent of samples will have parameters in the acceptance region
D. All samples will be accepted

Correct Answer: C. 95 percent of samples will have parameters in the acceptance region

Explanation: A 95 percent confidence level indicates that in 95 out of 100 samples, the parameter remains in the acceptance region.

Q560: In hypothesis testing, what is the significance level denoted by?
A. α (alpha)
B. β (beta)
C. δ (delta)
D. θ (theta)

Correct Answer: A. α (alpha)
Explanation: The significance level (Type I error rate) is denoted by alpha (α).

Q561: What statistical tests are applied based on sample size?
A. Chi-square for all sizes
B. Z-test for large samples; T-test for small samples
C. Only T-test for both sizes
D. Z-test for small samples; Chi-square for large samples

Correct Answer: B. Z-test for large samples; T-test for small samples
Explanation: The z-test is used for large samples, while the t-test is used for small samples.

Q562: What is the first step in testing a hypothesis for a single sample?
A. Collect data
B. Specify the null hypothesis
C. Analyze the data
D. Draw conclusions

Correct Answer: B. Specify the null hypothesis
Explanation: The first step in hypothesis testing is to clearly state the null hypothesis.

Q563: When is a one-tailed test used in hypothesis testing?
A. When testing for any difference
B. When testing for a difference in one direction
C. When the sample size is large
D. When there are multiple hypotheses

Correct Answer: B. When testing for a difference in one direction
Explanation: A one-tailed test is used when the hypothesis specifies a direction of the difference.

Q564: What should you do if the calculated z-value is greater than the critical value from the z-table?
A. Accept the null hypothesis
B. Reject the null hypothesis
C. Re-evaluate your data
D. Collect additional samples

Correct Answer: B. Reject the null hypothesis
Explanation: If the calculated z-value exceeds the critical value, it indicates a significant difference, leading to rejection of the null hypothesis.

Q565: If the population variance is known, what is the first step to follow in hypothesis testing?
A. Collect sample data
B. Specify the null hypothesis
C. Analyze the variance
D. Calculate the sample mean

Correct Answer: B. Specify the null hypothesis
Explanation: The first step is to clearly define the null hypothesis for the testing process.

Q566: When the population standard deviation is unknown, what should be used for hypothesis testing?
A. Z-statistic
B. T-statistic
C. Chi-square statistic
D. F-statistic

Correct Answer: B. T-statistic
Explanation: When the population standard deviation is unknown, the t-statistic is used for hypothesis testing, especially for small samples.

Q567: What is the criterion for using the z-statistic?
A. Sample size must be greater than 50
B. Population variance must be known
C. Sample size must be less than 30
D. Population mean must be known

Correct Answer: B. Population variance must be known
Explanation: The z-statistic is applied when the population variance is known and the sample size is large ($n \geq 30$).

Q568: What is the first step when testing a hypothesis if the population variance is not known?
A. Specify the alternative hypothesis
B. Specify the null hypothesis
C. Collect data from multiple sources
D. Calculate the sample standard deviation

Correct Answer: B. Specify the null hypothesis
Explanation: The first step is to clearly state the null hypothesis before proceeding with any calculations.

Q569: What is the degrees of freedom for a t-test with a sample size of 25?
A. 24
B. 25
C. 23
D. 26

Correct Answer: A. 24
Explanation: The degrees of freedom for a t-test is calculated as n - 1, so for a sample size of 25, it would be 24.

Q570: In Example 3, what was the null hypothesis regarding the mean aspirin content?
A. The mean aspirin content is greater than 10 mg
B. The mean aspirin content is less than 10 mg
C. The mean aspirin content is 10 mg
D. The mean aspirin content is not specified

Correct Answer: C. The mean aspirin content is 10 mg
Explanation: The null hypothesis in Example 3 stated that the mean aspirin content is 10 mg.

Q571: In Example 3, what was the sample size used for testing the mean aspirin content?
A. 25
B. 30
C. 100
D. 50

Correct Answer: C. 100
Explanation: The sample size used in Example 3 was 100 tablets.

Q572: What type of test was used in Example 4 to determine life expectancy?
A. One-tail test
B. Two-tail test
C. Chi-square test
D. Z-test

Correct Answer: A. One-tail test
Explanation: Example 4 required a one-tail test since it was testing for an increase in life expectancy.

Q573: What is the formula for the z-statistic when population variances are known?
A. $z = \frac{x_1 - x_2}{s\sqrt{n}}$
B. $z = \frac{x}{\sigma/\sqrt{n}}$
C. $z = \frac{x_1 - x_2}{s_1^2/n_1 + s_2^2/n_2}$
D. $z = \frac{(x_1 - x_2)}{(s_1^2/n_1 + s_2^2/n_2)^{1/2}}$

Correct Answer: D. $z = \frac{(x_1 - x_2)}{(s_1^2/n_1 + s_2^2/n_2)^{1/2}}$
Explanation: This formula is used to calculate the z-statistic when the variances of both populations are known.

Q574: In hypothesis testing, what does the rejection region indicate?
A. The area where the null hypothesis is accepted
B. The area where the null hypothesis is rejected
C. The confidence interval
D. The range of sample means

Correct Answer: B. The area where the null hypothesis is rejected
Explanation: The rejection region is the range of values that leads to the rejection of the null hypothesis.

Q575: What is the main focus of a contingency table?
A. Numerical data analysis
B. Qualitative data analysis
C. Predicting future outcomes
D. Time series analysis

Correct Answer: B. Qualitative data analysis
Explanation: Contingency tables are used to analyze qualitative data by arranging it into categories.

Q576: Which test is commonly used for assessing the independence between qualitative variables?
A. T-test
B. ANOVA
C. Chi-square test
D. F-test

Correct Answer: C. Chi-square test
Explanation: The chi-square test is a non-parametric test used to evaluate the independence of qualitative variables.

Q577: In the chi-square test, what do the variables represent in a two-way table?
A. Continuous measurements
B. Categorical classifications
C. Time intervals
D. Numerical averages

Correct Answer: B. Categorical classifications
Explanation: In a two-way table used for the chi-square test, the variables represent categorical classifications.

Q578: What hypothesis is typically tested using a chi-square test of independence?
A. The means of two populations are equal
B. The variance of two populations is equal
C. Two categorical variables are independent
D. The distribution of a variable is normal

Correct Answer: C. Two categorical variables are independent
Explanation: The chi-square test is used to test whether two categorical variables are independent from one another.

Q579: In the provided example, how many categories are there for the father's occupation?
A. Three
B. Four
C. Five
D. Six

Correct Answer: C. Five
Explanation: The example divides the father's occupation into five categories: unemployed, unskilled labour, skilled labour, self-employed, and professional.

Q580: What is the significance of using non-parametric tests for qualitative data?
A. They require normally distributed data
B. They do not rely on parameter estimates
C. They are used for small sample sizes only
D. They are always more accurate than parametric tests

Correct Answer: B. They do not rely on parameter estimates
Explanation: Non-parametric tests, like the chi-square test, do not assume any specific distribution

or require parameter estimates, making them suitable for qualitative data.

Q581: Which of the following statements about chi-square tests is true?
A. They can only be applied to quantitative data.
B. They assess the relationship between three variables.
C. They compare the observed frequencies with expected frequencies.
D. They require a large sample size for accurate results.

Correct Answer: C. They compare the observed frequencies with expected frequencies.
Explanation: Chi-square tests assess how the observed frequencies of categorical data compare to the expected frequencies if the variables were independent.

Q582: What types of categories are used to classify families in the provided example?
A. Economic status
B. Number of children
C. Education level
D. Geographic location

Correct Answer: B. Number of children
Explanation: Families are categorized based on the number of children they have: no child, one child, two children, three children, and more than three children.

UNIT 18

PRESENTATION OF RESULTS

Q583: What is a primary purpose of research reports?
A. To entertain the audience
B. To communicate findings to peers
C. To summarize personal opinions
D. To serve as advertisements

Correct Answer: B. To communicate findings to peers
Explanation: Research reports are essential for sharing research findings with peers, enabling them to assess the value of the research work.

Q584: According to Busha and Harter (1988), research reports must be:
A. Brief and informal
B. Complete, well-organized, and carefully drafted
C. Open to interpretation
D. Focused only on data presentation

Correct Answer: B. Complete, well-organized, and carefully drafted
Explanation: Well-organized and carefully drafted reports are necessary for effectively communicating research findings.

Q585: What type of research report is typically submitted for the award of a Master of Philosophy degree?
A. Technical report
B. Doctoral dissertation
C. Student research report
D. Corporate research report

Correct Answer: C. Student research report
Explanation: Research reports by students or research fellows are often submitted to fulfill degree requirements, including for the Master of Philosophy.

Q586: What is the main focus of applied research and development efforts?
A. Theoretical knowledge
B. Achieving social goals
C. Personal interests of researchers
D. Historical analysis

Correct Answer: B. Achieving social goals
Explanation: Applied research and development aim to meet targets in scientific, industrial, and economic growth, often with a focus on social goals.

Q587: In corporate and research complex settings, who typically prepares research reports?
A. Individual researchers
B. A team led by a team leader
C. Administrative staff
D. Outsourced writers

Correct Answer: B. A team led by a team leader
Explanation: Research reports in these settings are usually prepared collaboratively by a team, often led by a designated team leader.

Q588: What is the purpose of interim or status/stage reports in long-duration research projects?
A. To provide final results
B. To summarize past research
C. To disseminate preliminary results
D. To propose new research ideas

Correct Answer: C. To disseminate preliminary results
Explanation: Interim reports are created to share preliminary findings during the course of a long-term research project.

Q589: What type of reports may result from research sponsored by industries or universities?
A. Opinion papers
B. Project team reports
C. Historical analyses
D. Literature reviews

Correct Answer: B. Project team reports
Explanation: Sponsored research typically results in reports prepared by the project team working on product development or problem-solving.

Q590: Which of the following types of research outputs is primarily produced to announce preliminary results?
A. Final reports
B. Research papers
C. Promotional literature
D. Technical manuals

Correct Answer: B. Research papers
Explanation: Research papers are often used to share preliminary findings through publication in research journals.

Q591: What type of research reports may be necessary for technology transfer from research to commercial organizations?
A. Summary reports
B. Promotional literature
C. Opinion pieces
D. Interim reports

Correct Answer: B. Promotional literature
Explanation: Various forms of promotional literature are essential for technology transfer from research institutions to commercial entities.

Q592: What is the purpose of the letter of transmittal in a proposal?
A. To provide a detailed analysis of the problem
B. To highlight the problem and propose working conditions
C. To summarize the entire proposal
D. To list the personnel involved in the project

Correct Answer: B. To highlight the problem and propose working conditions
Explanation: The letter of transmittal introduces the proposal, identifies the problem, and offers to address it under mutually agreed conditions.

Q593: Which component of a proposal succinctly states the problem and includes relevant submission details?
A. Executive Summary

B. Title Page
C. Table of Contents
D. Statement of Request

Correct Answer: B. Title Page
Explanation: The title page includes a succinct statement of the problem, submission details, and other identifying information.

Q594: Why is the executive summary particularly important in a proposal?
A. It provides detailed methodologies
B. It is the first section reviewed by busy executives
C. It lists all personnel involved
D. It outlines the project's duration

Correct Answer: B. It is the first section reviewed by busy executives
Explanation: The executive summary is crucial as it summarizes the proposal for busy executives who may not read the entire document.

Q595: When should a table of contents be included in a proposal?
A. For proposals less than five pages
B. Only if the proposal is informal
C. In proposals longer than five to six pages
D. Whenever the executive summary is present

Correct Answer: C. In proposals longer than five to six pages
Explanation: A table of contents is necessary for longer proposals to help navigate the document.

Q596: What does the preliminary section of a proposal state?
A. The methodology and results
B. The subject, scope, purpose, and execution plan
C. The budget and funding sources
D. The personnel involved in the project

Correct Answer: B. The subject, scope, purpose, and execution plan
Explanation: The preliminary section outlines the report's subject, its scope, purpose, and plan for execution.

Q597: Which section of a proposal details the methodology and procedures to be used?
A. Executive Summary
B. Research Process Introduction
C. Facilities
D. Body including the methodology

Correct Answer: D. Body including the methodology
Explanation: This section explains the procedures, equipment, analysis, and other aspects of how the work will be accomplished.

Q598: What should the facilities section of a proposal clearly state?
A. The personnel involved
B. The conclusions drawn
C. The required resources and support facilities
D. The cost estimates

Correct Answer: C. The required resources and support facilities
Explanation: The facilities section specifies the resources needed to execute the proposal, including equipment, literature, and communication facilities.

Q599: What aspect of a proposal is considered the most crucial?
A. Duration of the project
B. Cost and funding
C. Personnel involved
D. Summary of findings

Correct Answer: B. Cost and funding
Explanation: The cost and funding section outlines the financial aspects of the proposal, which are critical for approval.

Q600: Why is the summary and conclusion section important for busy executives?
A. It provides detailed data analysis
B. It helps assess the proposal quickly
C. It lists all project personnel
D. It describes the methodologies used

Correct Answer: B. It helps assess the proposal quickly
Explanation: Busy executives often read the summary and conclusion to quickly evaluate the proposal's relevance and benefits.

Q601: What is the primary purpose of a plan outline in research reports?
A. To serve as a summary of findings
B. To guide the preparation of the final product
C. To list references
D. To present data analysis techniques

Correct Answer: B. To guide the preparation of the final product
Explanation: A plan outline serves as a guide in preparing the final research report, helping to organize materials systematically.

Q602: Which of the following is NOT typically included in the preliminaries of a research report?
A. Title Page
B. Abstract/Synopsis
C. Results
D. Table of contents

Correct Answer: C. Results
Explanation: The results section is not part of the preliminaries; it appears later in the report.

Q603: What does the 'Introduction' section of a research report typically include?
A. Data collection methods
B. Statement of the problem and literature review
C. Statistical presentations
D. Conclusions and recommendations

Correct Answer: B. Statement of the problem and literature review
Explanation: The introduction includes the statement of the problem, theoretical context, purpose of the study, and a review of the literature.

Q604: Which component of the research report provides definitions of key terms?
A. Abstract
B. Description of the Study
C. Summary
D. Bibliography

Correct Answer: B. Description of the Study
Explanation: The Description of the Study section includes definitions of terms as part of the conceptual framework.

Q605: What type of information is presented in the 'Results' section of a research report?
A. Literature review and theoretical context
B. Data tables, figures, and statistical presentations
C. Conclusions and recommendations
D. Author's name and affiliation

Correct Answer: B. Data tables, figures, and statistical presentations
Explanation: The Results section contains the presentation of data, including tables, figures, and statistical analysis.

Q606: In the 'Discussions' section of a research report, which of the following is evaluated?
A. Theoretical framework
B. Support or nonsupport of the hypothesis
C. Methodologies used
D. References cited

Correct Answer: B. Support or nonsupport of the hypothesis
Explanation: The Discussions section evaluates whether the hypothesis is supported or not and discusses implications.

Q607: What is included in the 'Summary' section of a research report?
A. Detailed methodology
B. Brief overview of the main findings
C. References and bibliography
D. Definitions of terms

Correct Answer: B. Brief overview of the main findings
Explanation: The Summary section provides a concise overview of the main findings of the research.

Q608: What is the purpose of the 'Glossary' in a research report?
A. To provide references
B. To explain complex terms used in the report
C. To summarize findings
D. To list authors' affiliations

Correct Answer: B. To explain complex terms used in the report
Explanation: The Glossary serves to clarify complex terms and concepts used in the research report.

Q609: Which section of a research report contains the author's references and citations?
A. Appendix
B. Bibliography
C. Summary
D. Title Page

Correct Answer: B. Bibliography
Explanation: The Bibliography section lists all the references and citations used in the research report.

Q610: What is typically found in the 'Appendix' of a research report?
A. Author's name and contact information
B. Additional material that supports the report
C. Summary of the main findings
D. Abstract of the report

Correct Answer: B. Additional material that supports the report
Explanation: The Appendix includes supplementary material that supports the findings and discussions in the report.

Q611: What is the primary purpose of bibliographical references in research?
A. To summarize the findings of the research
B. To collect information and background knowledge of the research field
C. To provide footnotes and citations
D. To draft the final report

Correct Answer: B. To collect information and background knowledge of the research field
Explanation: Bibliographical references are essential for gathering background information and knowledge pertinent to the research study.

Q612: How are bibliographical references categorized according to their relevance?
A. Primary and secondary sources
B. Directly concerned and peripheral value references
C. Published and unpublished works
D. Journal articles and books

Correct Answer: B. Directly concerned and peripheral value references
Explanation: References are categorized into those that are directly relevant to the research topic and those that are of peripheral value.

Q613: What type of notes should researchers prepare at different stages of their work?
A. Statistical data
B. Subject notes
C. Summary notes
D. Literature reviews

Correct Answer: B. Subject notes
Explanation: Subject notes are ideas or thoughts that researchers should record as topical outlines or descriptive subject presentations.

Q614: What are footnotes in a research report used for?
A. To summarize the entire report
B. To provide citations, comments, and illustrations
C. To list the bibliography
D. To describe the research methodology

Correct Answer: B. To provide citations, comments, and illustrations
Explanation: Footnotes are used for citations, comments, and explanations placed at the end of a page, with indication marks in the body of the report.

Q615: What is emphasized as a hallmark of good writing in research reports?
A. Complexity of language
B. Lucidity and ease of understanding
C. Length of the report
D. Use of technical jargon

Correct Answer: B. Lucidity and ease of understanding
Explanation: Good writing should be clear and easy to understand, facilitating comprehension of the report's content.

Q616: Which aspect of writing is primarily concerned with the meaning of words?
A. Syntax
B. Semantics
C. Diction
D. Grammar

Correct Answer: B. Semantics
Explanation: Semantics deals with the different meanings of words and the appropriate selection of words to convey the intended meaning.

Q617: What does syntactics refer to in writing?
A. The choice of words
B. The rules of grammar
C. The pattern of sentence structure
D. The length of sentences

Correct Answer: C. The pattern of sentence structure
Explanation: Syntactics involves the structure and order of words in sentences to effectively convey ideas.

Q618: Why is grammar important in writing research reports?
A. It determines the length of the report
B. It provides rules for correct writing
C. It adds complexity to the writing
D. It replaces the need for outlining

Correct Answer: B. It provides rules for correct writing
Explanation: Grammar provides the essential rules that guide writers in constructing clear and correct prose.

Q619: What are the two types of drafting outlines mentioned for organizing research reports?
A. Abstract and summary
B. Sentence outline and topical outline
C. Bibliography and references
D. Introduction and discussion

Correct Answer: B. Sentence outline and topical outline
Explanation: The two types of drafting outlines that help in presenting the themes of research reports are sentence outlines and topical outlines.

Q620: Which section of a research report should incorporate all aspects of language and grammar?
A. Title Page
B. Introduction
C. Results
D. Organisation of the Report

Correct Answer: D. Organization of the Report

Explanation: The Organization of the Report should incorporate aspects of language and grammar to ensure clarity and coherence throughout.

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UNIT 1

Development of Academic Libraries

1. What is the primary purpose of school libraries?
A) To serve as community centers
B) To collect and arrange syllabi-based books and books for general reading
C) To conduct research for teachers
D) To manage administrative tasks
Answer: B) To collect and arrange syllabi-based books and books for general reading

2. Which of the following is NOT mentioned as a type of book that school libraries may include?
A) Biographies
B) Fiction
C) Textbooks
D) Adventure books
Answer: C) Textbooks

3. What is one of the main objectives of school libraries?
A) To provide access to digital resources only
B) To cultivate lifelong reading habits
C) To eliminate the need for public libraries
D) To serve only teachers' needs
Answer: B) To cultivate lifelong reading habits

4. In addition to traditional print materials, what other type of resources do school libraries aim to include?
A) Only textbooks
B) Non-print information sources
C) Historical documents
D) None of the above
Answer: B) Non-print information sources

5. Which service is NOT typically offered by school libraries?
A) Storytelling
B) Film shows
C) Public transportation services
D) Book reading clubs
Answer: C) Public transportation services

6. Why are school libraries often referred to as 'media centers'?
A) They focus solely on electronic media.
B) They include multimedia documents in their collections.
C) They are located in media companies.
D) They provide broadcasting services.
Answer: B) They include multimedia documents in their collections.

7. What additional role do school libraries serve in areas without public libraries?
A) They act as administrative offices.
B) They perform the role of public libraries.
C) They only provide books for teachers.
D) They host community meetings.
Answer: B) They perform the role of public libraries.

8. What role do college libraries play in higher education?
A) They serve only as storage for books.
B) They are the primary source for the learning process.
C) They focus solely on administrative tasks.
D) They provide entertainment resources.
Answer: B) They are the primary source for the learning process.

9. What significant development in college libraries occurred in 1965?
A) The establishment of digital libraries
B) The appointment of the Library Committee of the University Grants Commission
C) The introduction of online courses
D) The creation of a national library system
Answer: B) The appointment of the Library Committee of the University Grants Commission

10. According to the UGC Library Committee, which aspect is emphasized for financial support of college libraries?
A) Architectural design of libraries
B) Staff strength and qualifications
C) Marketing strategies for libraries
D) Development of extracurricular activities
Answer: B) Staff strength and qualifications

11. What did the Kothari Commission (National Education Commission 1964-66) recommend regarding college libraries?
A) New colleges should not be started without adequate library provisions.
B) Libraries should only focus on digital

resources.
C) Colleges should prioritize sports facilities over libraries.
D) Library budgets should be reduced.
Answer: A) New colleges should not be started without adequate library provisions.

12. How has the education system changed in the last fifty years regarding college offerings?
A) Colleges now only offer undergraduate courses.
B) Colleges have started offering postgraduate courses in addition to undergraduate courses.
C) Colleges are focusing solely on vocational training.
D) There are fewer colleges being established.
Answer: B) Colleges have started offering postgraduate courses in addition to undergraduate courses.

13. What is one of the roles of college libraries for students?
A) To serve as a cafeteria.
B) To provide information sources and knowledge beyond the curriculum.
C) To offer personal counseling services.
D) To conduct all administrative work for colleges.
Answer: B) To provide information sources and knowledge beyond the curriculum.

14. Why are college libraries considered vital for education programs?
A) They only serve graduate students.
B) They are essential for shaping students' future goals and careers.
C) They primarily focus on community outreach.
D) They have no significant role in education programs.
Answer: B) They are essential for shaping students' future goals and careers.

15. What is one of the main objectives of a college library?
A) To conduct administrative tasks for faculty
B) To support study, teaching, and occasional research
C) To manage sports facilities
D) To organize community events
Answer: B) To support study, teaching, and occasional research

16. According to W.M. Randall and F.L. Goodrich, what function does a college library perform for students?
A) It provides only digital resources.
B) It makes available books and reading material relevant to the courses offered.
C) It focuses solely on research material.
D) It limits access to reading materials.
Answer: B) It makes available books and reading material relevant to the courses offered.

17. What does the college library provide to assist faculty members?
A) Only recreational materials
B) Books and documents required for instructional course preparation
C) Administrative support
D) Sports equipment
Answer: B) Books and documents required for instructional course preparation

18. How do college libraries help in the pursuit of higher studies?
A) By offering leisure reading only
B) By providing relevant literature and information on the subject
C) By focusing on administrative training
D) By limiting access to research resources
Answer: B) By providing relevant literature and information on the subject

19. What distinguishes the functions of a college library from those of a university library, according to Sahai?
A) College libraries focus on digital resources.
B) College libraries emphasize undergraduate and postgraduate education, while university libraries also cater to research needs.
C) University libraries do not provide reference materials.
D) College libraries serve only local students.
Answer: B) College libraries emphasize undergraduate and postgraduate education, while university libraries also cater to research needs.

20. Which of the following is NOT a primary function of a college library?
A) Assisting the institution in fulfilling educational objectives
B) Providing access to a wide range of multimedia

sources
C) Managing the institution's finances
D) Offering a good collection of reference books and journals
Answer: C) Managing the institution's finances

21. What is the purpose of the Book Bank scheme in college libraries?
A) To provide leisure reading options
B) To maintain separate collections for students' use
C) To limit access to textbooks
D) To only provide digital materials
Answer: B) To maintain separate collections for students' use

22. What type of information resources should college libraries include?
A) Only the latest novels
B) Standard reference books and competitive examination books
C) Only textbooks
D) Exclusively electronic resources
Answer: B) Standard reference books and competitive examination books

23. What is one of the main sources of income for college libraries?
A) Donations from students
B) State Government grants
C) Selling textbooks
D) Membership fees
Answer: B) State Government grants

24. According to the Kothari Commission's recommendation, what percentage of the education budget should ideally be spent on college libraries?
A) 5%
B) 2%
C) 6.5% to 10%
D) 1%
Answer: C) 6.5% to 10%

25. What has been the actual percentage spent on college libraries ?
A) 6.5%
B) 10%
C) 2%
D) 5%
Answer: C) 2%

26. What staffing level is recommended for a large college library with an annual book fund of not less than Rs. 20,000?
A) Librarian in grade 1
B) Librarian in grade 2
C) Librarian in grade 3
D) Librarian in grade 4
Answer: B) Librarian in grade 2

27. How long is it desirable for a college library to remain open for optimum use?
A) 6 hours
B) 8 hours
C) 10 hours
D) 12 hours
Answer: D) 12 hours

28. What type of service is included among the offerings of college libraries to students and faculty?
A) Entertainment services
B) Career guidance
C) Sports activities
D) Food services
Answer: B) Career guidance

29. Which of the following is a critical aspect of library maintenance ?
A) Purchasing new furniture
B) Annual maintenance for pest control
C) Organizing events
D) Increasing membership fees
Answer: B) Annual maintenance for pest control

30. Why is it important for college libraries to have proper lighting and ventilation?
A) To enhance the aesthetic appeal
B) To provide a pleasant reading environment
C) To reduce operating costs
D) To make it easier for staff to manage
Answer: B) To provide a pleasant reading environment

31. What is one of the services provided by college libraries related to information literacy?
A) Financial counseling
B) User orientation and education
C) Sports coaching
D) Personal training
Answer: B) User orientation and education

32. What is one of the key functions of a university as ?
A) Hosting sports events
B) Creation of new knowledge through research
C) Providing financial aid
D) Organizing cultural festivals
Answer: B) Creation of new knowledge through research

33. How is a university described in relation to its components?
A) Scholars and teachers are the heart, students are the body
B) Scholars and teachers are the head, students are the body
C) Students are the heart, faculty are the body
D) Students and faculty are equal parts of the university
Answer: B) Scholars and teachers are the head, students are the body

34. According to the Radhakrishnan Commission, what role does the library play in university work?
A) It is primarily for recreational reading.
B) It is the heart of all university work, especially research.
C) It is secondary to classroom learning.
D) It is only necessary for vocational training.
Answer: B) It is the heart of all university work, especially research.

35. What did the Kothari Commission emphasize regarding university libraries?
A) Libraries are not essential to the university's success.
B) Libraries should only serve as storage for books.
C) No university or department should be set up without considering its library needs.
D) Libraries should focus on providing digital resources only.
Answer: C) No university or department should be set up without considering its library needs.

36. What has been the trend in the number of universities in India since independence?
A) The number has decreased.
B) The number has remained constant.
C) The number has increased to above 300.
D) The number has not changed significantly.
Answer: C) The number has increased to above 300.

37. What aspect of university libraries is crucial for their growth and development?
A) Increased funding for sports programs
B) The development of educational and research programs of the university
C) The number of recreational facilities available
D) The aesthetic design of the library building
Answer: B) The development of educational and research programs of the university

38. What historical roots does the modern university system in India have?
A) Only British colonial education systems
B) Ancient and medieval centers of learning like gurukuls and viswavidyalayas
C) Western models exclusively
D) Modern private education systems
Answer: B) Ancient and medieval centers of learning like gurukuls and viswavidyalayas

39. Which of the following was established in India in 1857?
A) The first library
B) Three universities at Calcutta, Bombay, and Madras
C) The Kothari Commission
D) The Radhakrishnan Commission
Answer: B) Three universities at Calcutta, Bombay, and Madras

40. What is the primary purpose of a university library ?
A) To serve as a social gathering place
B) To support the objectives and programs of the university
C) To sell textbooks and supplies
D) To provide only digital resources
Answer: B) To support the objectives and programs of the university

41. What is the primary goal of a university library ?
A) To maintain silence
B) To fulfill the objectives of its parent university
C) To host social events
D) To sell educational materials
Answer: B) To fulfill the objectives of its parent university

42. Which of the following is NOT listed as an objective of a university?
A) Seek and cultivate new knowledge
B) Provide financial support to students
C) Strive for equality and social justice
D) Guide research workers and disseminate research results
Answer: B) Provide financial support to students

43. What are the three important functions served by the university as?
A) Instructional, recreational, and social
B) Instructional, research, and extension activities
C) Research, publication, and funding
D) Teaching, networking, and support
Answer: B) Instructional, research, and extension activities

44. According to Wilson and Tauber, which function involves the preservation of knowledge and ideas?
A) Teaching
B) Research
C) Conservation
D) Extension and service
Answer: C) Conservation

45. What does the university aim to promote to reduce social and cultural differences?
A) Competition among students
B) Diffusion of education
C) Financial aid programs
D) Social gatherings
Answer: B) Diffusion of education

46. In which areas does the university library guide research workers?
A) Only in science and technology
B) In all areas of the universe of knowledge
C) Only in humanities and arts
D) In administrative tasks
Answer: B) In all areas of the universe of knowledge

47. What is one of the roles of a university in relation to its impact on society?
A) To isolate knowledge from the public
B) To provide intellectual managerial leadership
C) To encourage academic elitism
D) To focus solely on vocational training
Answer: B) To provide intellectual managerial leadership

48. Which of the following is an important aspect of university education?
A) Exclusivity in learning
B) Pursuit of excellence in knowledge
C) Focus on practical skills only
D) Limiting access to educational resources
Answer: B) Pursuit of excellence in knowledge

49. How many functions did Wilson and Tauber describe for a university?
A) Three
B) Five
C) Six
D) Seven
Answer: C) Six

50. Which function of a university relates to the sharing of knowledge through published works?
A) Conservation
B) Teaching
C) Publication
D) Extension and service
Answer: C) Publication

51. What was one of the key recommendations of the Kothari Commission regarding university libraries?
A) To focus solely on recreational reading
B) To provide resources necessary for research
C) To limit access to certain types of books
D) To replace printed materials with digital formats
Answer: B) To provide resources necessary for research

52. According to Malcolm S. Adiseshaiah, what is the library considered in the context of education?
A) A place for social events
B) The fountain source of all learning
C) A backup for digital resources
D) A minor aspect of higher education
Answer: B) The fountain source of all learning

53. What did Paul Buck emphasize as essential for maintaining free access to ideas in universities?
A) Quality faculty
B) Quality library

C) Advanced technology
D) Formal instructional programs
Answer: B) Quality library

54. How did Paul Buck classify the functions of a university library?
A) Staff training, funding, and outreach
B) Resources, retrieval of information, coordination, and staff capability
C) Acquisition, processing, and digital management
D) Research, teaching, and public service
Answer: B) Resources, retrieval of information, coordination, and staff capability

55. Which function of university libraries includes building up collections?
A) Control
B) Archive
C) Service
D) Research and development
Answer: B) Archive

56. What has significantly impacted the spread of knowledge in the 21st century?
A) The rise of printed books
B) The development of computer technology and space communication
C) The decline of academic institutions
D) The use of traditional teaching methods
Answer: B) The development of computer technology and space communication

57. What term describes the current environment of information and knowledge ?
A) Knowledge scarcity
B) Knowledge explosion
C) Knowledge stagnation
D) Knowledge isolation
Answer: B) Knowledge explosion

58. What do libraries increasingly become in the modern context?
A) Isolated institutions
B) Partners of various networks for mutual benefit
C) Sole providers of printed materials
D) Barriers to information access
Answer: B) Partners of various networks for mutual benefit

59. What is the main purpose of university libraries ?
A) To limit access to research
B) To expand knowledge for truth and standards of excellence
C) To replace traditional learning methods
D) To provide entertainment resources
Answer: B) To expand knowledge for truth and standards of excellence

60. According to Srivastava and Verma, what does the library serve?
A) Adult entertainment
B) Adult scholarship
C) Adult education in basic skills
D) Adult community service
Answer: B) Adult scholarship

61. What is the main reason for the changing functions of academic libraries?
A) To reduce costs
B) To adapt to the ever-changing information environment
C) To limit access to resources
D) To focus solely on traditional methods
Answer: B) To adapt to the ever-changing information environment

62. How has the application of IT in university libraries progressed ?
A) It has seen no significant change
B) It has been slow in pace compared to school libraries
C) It has made steady progress with support from INFLIBNET
D) It has been entirely replaced by traditional methods
Answer: C) It has made steady progress with support from INFLIBNET

63. What new function of university libraries is regarding internet access?
A) Providing free printing services
B) Providing internet facility to access global information
C) Limiting internet access to faculty only
D) Offering internet courses
Answer: B) Providing internet facility to access global information

64. What role do library websites play ?
A) They serve as entertainment platforms
B) They create barriers to information access
C) They help maintain communication with users
D) They are used for advertising library events

only
Answer: C) They help maintain communication with users

65. What does OPAC stand for in the context of library services?
A) Online Public Access Catalog
B) Open Public Archive Collection
C) Operational Public Access Collection
D) Online Private Archive Catalog
Answer: A) Online Public Access Catalog

66. Which of the following is NOT mentioned as a new function of university libraries?
A) Maintaining an OPAC
B) Organizing cultural events
C) Establishing e-journal consortia
D) Digitizing manuscripts and rare documents
Answer: B) Organizing cultural events

67. What is one of the advantages of university libraries providing a fast and efficient information highway?
A) It limits information access to certain users
B) It helps users obtain new information and solutions to their problems
C) It focuses solely on local information
D) It reduces the need for library staff
Answer: B) It helps users obtain new information and solutions to their problems

68. , what is crucial for the efficient performance of library functions?
A) Maintaining a large physical space
B) Coordination of various components
C) Focusing only on printed materials
D) Reducing technology use
Answer: B) Coordination of various components

69. What aspect of library resources is regarding electronic collections?
A) They should be entirely paper-based
B) They should include CD-ROM collections and in-house databases
C) They should limit access to local users only
D) They should prioritize physical books over digital formats
Answer: B) They should include CD-ROM collections and in-house databases

70. What is the overall impact of technology on university libraries?
A) It has made libraries less relevant
B) It has added technology-based functions and improved user engagement
C) It has simplified library operations to a single function
D) It has focused libraries solely on traditional print collections
Answer: B) It has added technology-based functions and improved user engagement

71. Why is finance considered important for the effective functioning of libraries?
A) It allows libraries to generate profit
B) It directly relates to the library's efficient performance
C) It is not important for library operations
D) It only affects the purchase of physical books
Answer: B) It directly relates to the library's efficient performance

72. What are university libraries primarily dependent on for funding?
A) Sales from library merchandise
B) Donations from alumni
C) Financial grants from governments
D) Membership fees from students
Answer: C) Financial grants from governments

73. Which of the following is NOT mentioned as a source of funding for university libraries?
A) Grants from UGC
B) Subscription fees
C) Revenue from selling library services
D) Endowments and donations
Answer: C) Revenue from selling library services

74. What additional financial support do university libraries receive aside from regular grants?
A) Interest from savings accounts
B) Ad hoc grants from organizations
C) Profit-sharing from university events
D) Fees from inter-library loans
Answer: B) Ad hoc grants from organizations

75. Who assists in the formulation of library policies and preparation of the annual budget?
A) Library patrons
B) University Library Committee
C) External auditors

D) State government officials
Answer: B) University Library Committee

76. What is essential for the effective functioning of a university library's staff?
A) Adequate funding only
B) Professional training and qualifications
C) Experience in unrelated fields
D) Minimal staffing requirements
Answer: B) Professional training and qualifications

77. , what qualifications must professional library staff possess?
A) A bachelor's degree in any field
B) A postgraduate degree in a subject and in Library and Information Science
C) Only a diploma in Library Science
D) A degree in Information Technology
Answer: B) A postgraduate degree in a subject and in Library and Information Science

78. How does the UGC influence the staffing of university libraries?
A) By regulating only the library's budget
B) By prescribing nomenclature, qualifications, and salary structure
C) By appointing library staff directly
D) By providing grants to hire unqualified staff
Answer: B) By prescribing nomenclature, qualifications, and salary structure

79. What status do professional staff of a university library hold compared to university teaching staff?
A) Lower status and salary
B) No comparison to teaching staff
C) Equivalent status and salary
D) Higher status than teaching staff
Answer: C) Equivalent status and salary

80. What is indicated about the nomenclature of library staff?
A) It has remained unchanged over time
B) It has changed due to the evolving information environment
C) It is irrelevant to the library's functioning
D) It is only determined by university administration
Answer: B) It has changed due to the evolving information environment

81. How do the services of university libraries vary?
A) They are uniform across all universities
B) They vary due to curricular programs, research activities, and local user needs
C) They only change based on available funding
D) They depend solely on the library's building size
Answer: B) They vary due to curricular programs, research activities, and local user needs

82. What traditional services do university libraries typically offer?
A) Online shopping and e-commerce
B) Reference, current awareness, and lending services
C) Social media management
D) Digital marketing services
Answer: B) Reference, current awareness, and lending services

83. Which of the following is NOT listed as a new service that university librarians are developing skills for?
A) User education and information literacy
B) Internet access and assistance in website searching
C) Audio and video production
D) Access to e-journals through e-journal consortia
Answer: C) Audio and video production

84. What is the primary goal of e-consortia ?
A) To create standalone library systems
B) To share resources through collaboration within member libraries
C) To eliminate traditional library services
D) To focus solely on digital book sales
Answer: B) To share resources through collaboration within member libraries

85. What significant support did the UGC provide during the 1960s and 1970s?
A) Funding for digital library systems
B) Support for the development of university and college library buildings
C) Grants for library staffing
D) Equipment for e-learning technologies
Answer: B) Support for the development of university and college library buildings

86. Why is there a need to redesign and expand library buildings?
A) To accommodate more furniture
B) Due to accelerated growth in collections, users, and emerging information technologies
C) To create more storage for printed materials only
D) Because libraries are closing down
Answer: B) Due to accelerated growth in collections, users, and emerging information technologies

87. What has replaced public access catalogue cabinets in university libraries?
A) Paper catalogues
B) Online Public Access Catalogue (OPAC)
C) Mobile applications
D) Microfiche readers
Answer: B) Online Public Access Catalogue (OPAC)

88. What is essential for the proper functioning of the present-day university library system?
A) Fewer computers and communication links
B) More computers and communication links, along with proper maintenance
C) Only physical books and journals
D) Reducing the number of staff members
Answer: B) More computers and communication links, along with proper maintenance

89. How do university libraries maintain their collections?
A) By only storing new books
B) By weeding out worn, mutilated, and unused documents
C) By only digitizing rare books
D) By focusing exclusively on digital collections
Answer: B) By weeding out worn, mutilated, and unused documents

90. What technique is mentioned for preserving printed documents in libraries?
A) Digital duplication
B) Pest control methods
C) Plastic wrapping
D) Temperature regulation
Answer: B) Pest control methods

UNIT 2

ROLE· OF UGC AND OTHER BODIES IN PROMOTING LIBRARIES IN UNIVERSITIES, COLLEGES AND OTHER INSTITUTIONS OF HIGHER LEARNING

91. What prompted the establishment of universities in Calcutta, Bombay, and Madras in 1857?
A) The need for more vocational training centers
B) The requirements of a growing European and Anglo-Indian population and demand for liberal education by Indians
C) The influence of ancient Indian education systems
D) A decline in literacy rates among Indians
Answer: B) The requirements of a growing European and Anglo-Indian population and demand for liberal education by Indians

92. What was the primary role of the universities established in 1857?
A) To provide hands-on vocational training
B) To act as examining bodies for the award of degrees
C) To conduct research and teach
D) To manage libraries and archives
Answer: B) To act as examining bodies for the award of degrees

93. How long was the time gap between the establishment of the universities and their libraries?
A) 1 to 5 years
B) 6 to 10 years
C) 16 to 50 years
D) No gap; libraries were established simultaneously
Answer: C) 16 to 50 years

94. Which two universities were established before the close of the nineteenth century without libraries?
A) Calcutta and Madras
B) Bombay and Allahabad
C) Punjab and Allahabad

D) Calcutta and Punjab
Answer: C) Punjab and Allahabad

95. During which years were eight new universities established in India with library facilities?
A) 1800 to 1810
B) 1919 to 1930
C) 1870 to 1880
D) 1900 to 1910
Answer: B) 1919 to 1930

96. What was the source of inspiration for the administrative set-up of libraries in the newly established universities?
A) Ancient Indian educational traditions
B) Local community libraries
C) Libraries of British and American universities
D) Indian temple libraries
Answer: C) Libraries of British and American universities

97. What primarily contributed to the development of university libraries established in the 19th century?
A) Government funding
B) Loans from financial institutions
C) Donations from philanthropists
D) Student fees
Answer: C) Donations from philanthropists

98. How much did Prem Chand Roychand donate for the library building of Bombay University?
A) Rs. 5,000
B) Rs. 25,619
C) Rs. 2 lakhs
D) Rs. 10,000
Answer: C) Rs. 2 lakhs

99. When was the library building of Bombay University occupied?
A) 1874
B) 1878
C) 1880
D) 1873
Answer: C) 1880

100. In what year did Calcutta University Library begin its operations?
A) 1869
B) 1873
C) 1880
D) 1907
Answer: B) 1873

101. How much did William Griffith donate for the establishment of the Madras University Library?
A) Rs. 2 lakhs
B) Rs. 5,000
C) Rs. 25,619
D) Rs. 10,000
Answer: C) Rs. 25,619

102. According to Sir Thomas Raleigh's 1902 report, which university library was described as entirely neglected?
A) Calcutta University Library
B) Bombay University Library
C) Madras University Library
D) Allahabad University Library
Answer: C) Madras University Library

103. What was the general perception of the importance of libraries in Punjab and Allahabad for university development?
A) Libraries were essential for university development
B) Libraries were considered less important
C) Libraries were prioritized over teaching facilities
D) Libraries were seen as a financial burden
Answer: B) Libraries were considered less important

104. Which university did NOT have a library according to Sir Thomas Raleigh's report?
A) Madras University
B) Bombay University
C) Calcutta University
D) Allahabad University
Answer: D) Allahabad University

105. What year was the Indian Universities Act passed to ensure well-equipped libraries?
A) 1900
B) 1904
C) 1910
D) 1915
Answer: B) 1904

106. Which commission criticized the conditions of university libraries after independence?
A) University Grants Commission

B) Indian Universities Commission
C) University Education Commission
D) Library Advisory Committee
Answer: C) University Education Commission

107. In what year was the University Education Commission established under the Chairmanship of Dr. S. Radhakrishnan?
A) 1947
B) 1948
C) 1949
D) 1950
Answer: B) 1948

108. What percentage of the total budget did the University Education Commission recommend for library funding?
A) 4.5%
B) 5.0%
C) 6.25%
D) 7.5%
Answer: C) 6.25%

109. How much annual grant per student did the University Education Commission recommend for libraries?
A) Rs. 20
B) Rs. 30
C) Rs. 40
D) Rs. 50
Answer: C) Rs. 40

110. How often did the Commission recommend a special non-recurring grant to strengthen library collections?
A) Every two years
B) Every three years
C) Once a year
D) Once every five years
Answer: D) Once every five years

111. What was described as the heart of the university by the University Education Commission?
A) The administration
B) The classroom
C) The library
D) The faculty
Answer: C) The library

112. Did the University Education Commission suggest concrete measures to promote libraries as the nerve-center of a university?
A) Yes
B) No
Answer: B) No

113. In what year did India gain independence?
A) 1945
B) 1947
C) 1950
D) 1952
Answer: B) 1947

114. When was the University Grants Commission (UGC) established in India?
A) December 1950
B) December 1953
C) December 1956
D) December 1960
Answer: B) December 1953

115. In which month and year did the UGC become a statutory body by an Act of Parliament?
A) August 1956
B) September 1956
C) November 1956
D) December 1956
Answer: C) November 1956

116. When was the University Grants Committee (UGC) of Great Britain established?
A) July 1918
B) July 1919
C) July 1920
D) July 1925
Answer: B) July 1919

117. The UGC in India was modeled after which country's commission?
A) United States
B) Canada
C) Great Britain
D) Australia
Answer: C) Great Britain

118. What was one of the main aims of the Indian government after independence?
A) Total literacy
B) Economic growth
C) Cultural preservation
D) Agricultural development
Answer: A) Total literacy

119. What does the UGC primarily aim to maintain in India?
A) Standard of primary education
B) Standard of secondary education
C) Standard of higher education
D) Standard of technical education
Answer: C) Standard of higher education

120. How does the UGC function since its inception?
A) As a regulatory body
B) As an autonomous advisory organization
C) As a funding agency only
D) As a teaching institution
Answer: B) As an autonomous advisory organization

121. What is the primary responsibility of the University Grants Commission (UGC) in India?
A) To conduct university examinations
B) To formulate and direct policies and programs of higher education
C) To manage school education
D) To establish new universities
Answer: B) To formulate and direct policies and programs of higher education

122. Which types of institutions does the UGC provide maintenance grants to?
A) Private universities only
B) Central Universities, Deemed to be Universities, and selected colleges
C) Only State Universities
D) Only colleges affiliated with Delhi University
Answer: B) Central Universities, Deemed to be Universities, and selected colleges

123. How many Deemed to be Universities receive maintenance grants from the UGC?
A) 10
B) 12
C) 15
D) 20
Answer: B) 12

124. Which university system is mentioned as receiving financial support from the UGC?
A) University of Mumbai
B) Delhi University
C) University of Calcutta
D) Banaras Hindu University
Answer: B) Delhi University and D) Banaras Hindu University

125. In addition to maintenance grants, what other type of grant does the UGC provide?
A) Research grant
B) Plan grant
C) Endowment grant
D) Scholarships
Answer: B) Plan grant

126. What kind of support does the UGC provide to eligible State Universities?
A) Only loans
B) Financial support by supplementing state grants
C) No support
D) Infrastructure development grants
Answer: B) Financial support by supplementing state grants

127. What has been a major concern of the Government of India since independence?
A) Infrastructure development
B) Economic growth
C) Education
D) National security
Answer: C) Education

128. Which body was established to assist the Government in discharging its constitutional responsibility regarding education?
A) The Ministry of Education
B) The University Grants Commission (UGC)
C) The National Council for Teacher Education
D) The All India Council for Technical Education
Answer: B) The University Grants Commission (UGC)

129. What role has the UGC played in relation to university libraries?
A) It has closed down many university libraries
B) It has significantly improved university libraries
C) It has managed all university libraries directly
D) It has provided no support to university libraries
Answer: B) It has significantly improved university libraries

130. In which year was the Library Committee appointed?
A) 1955

B) 1957
C) 1961
D) 1964
Answer: B) 1957

131. What was the focus of the Review Committee on Library Science?
A) To increase student enrollment
B) To enhance library science education and practices
C) To close down underperforming libraries
D) To implement technology in schools
Answer: B) To enhance library science education and practices

132. Which committee is associated with the establishment of a national network system for universities/libraries?
A) Mehrotra Committee
B) Review Committee on Library Science
C) Curriculum Development Committee on Library and Information Science
D) Committee on National Network System for Universities/Libraries (INFLIBNET)
Answer: D) Committee on National Network System for Universities/Libraries (INFLIBNET)

133. What was the time period for the Education Commission?
A) 1960-62
B) 1964-66
C) 1966-68
D) 1968-70
Answer: B) 1964-66

134. What did the Curriculum Development Committee on Library and Information Science focus on?
A) Library architecture
B) Development of library curricula and standards
C) Reducing library staff
D) Merging libraries
Answer: B) Development of library curricula and standards

135. What analogy did Dr. C.D. Deshmukh use to describe the university?
A) A machine
B) A human body
C) A community
D) A business
Answer: B) A human body

136. What was the initial grant amount provided by the UGC for college and university libraries?
A) Rs. 50,000
B) Rs. 75,000
C) Rs. 1,00,000
D) Rs. 2,00,000
Answer: C) Rs. 1,00,000

137. Who chaired the Library Committee appointed by the UGC in 1957?
A) Dr. C.D. Deshmukh
B) Professor S. Bashiruddin
C) Dr. S.R. Ranganathan
D) K.S. Hingwe
Answer: C) Dr. S.R. Ranganathan

138. What is the popular name for the Library Committee formed in 1957?
A) Deshmukh Committee
B) Ranganathan Committee
C) Bashiruddin Committee
D) Keshavan Committee
Answer: B) Ranganathan Committee

139. What did the Library Committee find regarding university libraries in their survey?
A) They were well-funded and equipped
B) They had poor facilities, services, and budgets
C) They were fully digitized
D) They had excellent inter-library loan systems
Answer: B) They had poor facilities, services, and budgets

140. In which year did the Library Committee conduct a seminar on "Workflow in University and College Libraries"?
A) 1957
B) 1958
C) 1959
D) 1960
Answer: C) 1959

141. What was one of the key recommendations made by the Library Committee in its 1959 report?
A) Closing underperforming libraries
B) Introducing a reading competition
C) Calculating library grants based on student numbers

D) Merging college and university libraries
Answer: C) Calculating library grants based on student numbers

142. What formula did the Committee suggest for calculating library grants?
A) Rs. 10.00 per student and Rs. 150.00 per research scholar
B) Rs. 20.00 per student and Rs. 250.00 per research scholar
C) Rs. 15.00 per student and Rs. 200.00 per research scholar
D) Rs. 25.00 per student and Rs. 300.00 per research scholar
Answer: C) Rs. 15.00 per student and Rs. 200.00 per research scholar

143. What did the Committee recommend for new universities or departments regarding library funding?
A) No special grants should be provided
B) A special grant should be provided to start a library
C) They should use existing library resources
D) They should seek funding from private donors
Answer: B) A special grant should be provided to start a library

Key points from the provided data about the Library Committee established in 1957:

Aspect	Details
Establishment	Formed by the UGC in 1957.
Chairman	Dr. S.R. Ranganathan.
Members	Professor S. Bashiruddin, K.S. Hingwe, B.S. Keshavan, S. Parthasarathy.
Context	Established after UGC's formation in 1956 to improve university and college libraries.
Initial Grant	Rs. 1,00,000 for college and university libraries.
Purpose	Develop higher education institutions and strengthen library facilities.
Survey Findings	Poor facilities, services, and budgets in university libraries.
Seminar Conducted	"Work Flow in University and College Libraries" held in Delhi from March 4-7, 1959, to discuss survey findings.
Key Recommendations	- Library grant calculations: Rs. 15 per student, Rs. 200 per research scholar. - Special grants for new university libraries. - Regular revisions for inflation. - Recommendations on inter-library loans, microfilm collections, open access systems, and library facilities.
Significance	First time the Government of India sought advice from professional librarians.

144. What did the Library Committee recommend regarding faculty for library science in universities?
A) Only part-time faculty should be utilized
B) Full-time library science faculty should be appointed
C) Faculty should be hired from other departments
D) Faculty should have no specific qualifications
Answer: B) Full-time library science faculty should be appointed

145. What was one of the recommendations regarding the status and salary of library staff?
A) It should be lower than that of teaching staff
B) It should be the same as that of teaching and research staff
C) It should be higher than that of teaching staff
D) It should not be discussed

Answer: B) It should be the same as that of teaching and research staff

146. Which committee was appointed in 1961 to address the standards of teaching in library schools?
A) The Library Committee
B) The Education Commission
C) The Review Committee on Library Science
D) The Mehrotra Committee
Answer: C) The Review Committee on Library Science

147. Who chaired the Review Committee on Library Science in 1961?
A) Dr. C.P. Shukla
B) Dr. S.R. Ranganathan
C) K.A. Isaac
D) Professor S.Das Gupta
Answer: B) Dr. S.R. Ranganathan

148. What issue did the Review Committee address regarding library science courses in 1960?
A) Lack of funding for library schools
B) Uniformity in admission rules and curriculum
C) Availability of online courses
D) Overabundance of qualified faculty
Answer: B) Uniformity in admission rules and curriculum

149. What was one of the responsibilities of the Review Committee?
A) To increase the number of universities offering library science degrees
B) To recommend standards for teaching, examination, and research in library schools
C) To eliminate part-time faculty from library schools
D) To create an accreditation system for library science programs
Answer: B) To recommend standards for teaching, examination, and research in library schools

150. In what year did the Review Committee submit its report to the UGC?
A) 1960
B) 1961
C) 1962
D) 1963
Answer: C) 1962

151. What did the Review Committee recommend regarding Certificate level courses at the University?
A) They should be expanded
B) They should not be conducted
C) They should be mandatory
D) They should be conducted in all universities
Answer: B) They should not be conducted

152. What was the recommended staff-student ratio at the undergraduate level according to the Review Committee?
A) 1:20
B) 1:15
C) 1:10
D) 1:5
Answer: C) 1:10

153. How long was the pre-admission apprenticeship suggested by the Review Committee?
A) Three months
B) Six months
C) One year
D) Two years
Answer: B) Six months

key points from the provided data about the Library Committee's recommendations and the Review Committee on Library Science established in 1961:

Aspect	Details
Library Committee Recommendations	Suggested the appointment of another committee to review standards in library education.
Faculty Recommendations	- Universities should appoint full-time library science faculty instead of relying on part-time librarians. - Librarians must possess prescribed professional qualifications. - Status and salary of library staff should

	match those of teaching and research staff.
UGC Acceptance	The UGC accepted these recommendations as norms for promoting university libraries, which facilitated library development despite some institutions not adopting them.
Implementation Challenges	Some academic institutions successfully implemented the recommendations, while others did not due to state governments not considering UGC recommendations binding.
Review Committee on Library Science	Established in 1961 under Dr. S.R. Ranganathan to address issues in library education.
Committee Members	Dr. C.P. Shukla, K.A. Isaac, S. Bashiruddin, P.N. Kaula, B.S. Keshavan, Dr. J.S. Sharma, Professor S. Das Gupta, with Dr. P.J. Philip as Secretary.
Responsibilities of the Review Committee	- Recommend standards for teaching, examination, and research in library schools. - Prepare curriculum for Library and Information Science courses. - Define entrance qualifications. - Suggest examination guidelines and minimum passing standards.
Report Submission	Submitted to the UGC in 1962.
Key Recommendations	- Defined objectives for library education. - No Certificate level courses should be conducted at universities. - Curriculum outlines for Bachelor's and Master's degree courses. - Pre-admission apprenticeship for six months in recognized libraries. - Suggested staff-student ratio of 1:10 for undergraduates and 1:5 for Master's students.

154. What did the Committee emphasize regarding the relationship between the library and the department of Library Science?
A) They should operate independently
B) Close cooperation should be established
C) The library should not involve the department
D) Faculty should only focus on teaching
Answer: B) Close cooperation should be established

155. What did the Committee recommend for Library Science faculty regarding library work?
A) They should not engage with the library at all
B) They should work in the library for short periods
C) They should only teach courses
D) They should avoid contact with librarians
Answer: B) They should work in the library for short periods

156. What was disapproved by the Committee regarding library staff?
A) Employing library staff as full-time teachers
B) Having library staff conduct research
C) Employing library staff as part-time teachers in library schools
D) Training library staff in teaching methods
Answer: C) Employing library staff as part-time teachers in library schools

157. How did the UGC respond to the recommendations of the Review Committee on Library Science?

A) They rejected all recommendations
B) They accepted all the recommendations
C) They only accepted some recommendations
D) They sought further clarification
Answer: B) They accepted all the recommendations

158. What was the title of the report published by UGC based on the Review Committee's findings?
A) "Library Science in Indian Universities"
B) "Education and Library Development"
C) "The Role of Libraries in Education"
D) "Improving Library Services"
Answer: A) "Library Science in Indian Universities"

159. What was the primary concern of the Kothari Commission (Education Commission) regarding university libraries?
A) Overfunding of library services
B) Inadequate funding and poor conditions
C) Excessive staff in libraries
D) The closure of university libraries
Answer: B) Inadequate funding and poor conditions

160. Who chaired the Education Commission (Kothari Commission) appointed in July 1964?
A) Dr. C.D. Deshmukh
B) Prof. D.S. Kothari
C) Dr. S.R. Ranganathan
D) Prof. S. Bashiruddin
Answer: B) Prof. D.S. Kothari

161. According to the Kothari Commission, what should not happen without adequate library resources?
A) Closing of underperforming universities
B) Opening new colleges, universities, or departments
C) Increasing student enrollment
D) Hiring of additional faculty members
Answer: B) Opening new colleges, universities, or departments

162. What did the Kothari Commission identify as a growing need in libraries?
A) Reducing the number of books available
B) Providing documentation services
C) Limiting access to textbooks
D) Closing libraries during exam periods
Answer: B) Providing documentation services

163. What annual expenditure did the Kothari Commission recommend for each university student?
A) Rs. 40.00
B) Rs. 25.00
C) Rs. 300.00
D) Rs. 15.00
Answer: B) Rs. 25.00

164. What percentage of the total education budget did the Kothari Commission suggest for library funding?
A) 6.25%
B) 10%
C) 4%
D) 8%
Answer: A) 6.25%

key points from the provided data about the recommendations of the Review Committee on Library Science and the findings of the Education Commission (1964-66):

Aspect	Details
Recommendations of the Review Committee	- Emphasized cooperation between libraries and university Library Science departments. - Library Science faculty should work in libraries for short periods. - Librarians should maintain academic interest and deliver lectures. - Disapproved of employing library staff as part-time teachers in library schools; advocated for full-time teachers. - Teachers of Library Science should be treated equally with other university faculty

	in academic and administrative matters.
UGC Acceptance	The UGC accepted all recommendations of the Review Committee.
Publication of Report	The report titled "Library Science in Indian Universities" was published by the UGC in 1965.
Education Commission (Kothari Commission)	Established in 1964 under Prof. D.S. Kothari to evaluate the education system and libraries in India.
Findings on University Libraries	Despite UGC grants, university libraries were not satisfactory due to insufficient funding from universities.
Key Recommendations	- Libraries should be prioritized in educational institutions. - No new colleges or departments should be established without adequate library resources. - Increased enrollment demands diverse library services. - Need for documentation services like indexing and abstracting. - Emphasis on self-study, extended working hours, and multiple textbook copies to enhance library use.
Monetary Guidelines	- Recommended spending of Rs. 25 per student and Rs. 300 per teacher annually. - Suggested that libraries should receive 6.5% to 10% of the total university budget based on development stage.

165. What did the Kothari Commission recommend regarding foreign exchange for academic libraries?
A) It should be allocated by the State Governments
B) The UGC should separately allocate foreign exchange
C) No foreign exchange should be allocated
D) It should be combined with other budgets
Answer: B) The UGC should separately allocate foreign exchange

166. How did academic librarians feel about the recommendations of the Kothari Commission?
A) They were fully satisfied
B) They were indifferent
C) They were unhappy with the recommendations
D) They felt the recommendations were perfect
Answer: C) They were unhappy with the recommendations

167. What specific change in funding did academic librarians criticize regarding the Kothari Commission's recommendations?
A) Reduction from Rs. 50.00 to Rs. 30.00 per student
B) Reduction from Rs. 40.00 to Rs. 25.00 per student
C) Increase from Rs. 25.00 to Rs. 40.00 per student
D) No change in funding
Answer: B) Reduction from Rs. 40.00 to Rs. 25.00 per student

168. What was a major concern of academic librarians about the funding recommendations?
A) The lack of interest from university students
B) The rising costs of books and literature
C) The increase in government grants
D) The focus on technology over traditional resources
Answer: B) The rising costs of books and literature

169. What did academic librarians criticize regarding the implementation of the Kothari

Commission's recommendations?
A) The rapid implementation of changes
B) The lack of follow-up and compliance by State Governments
C) The increase in funding without restrictions
D) The reduction of library staff
Answer: B) The lack of follow-up and compliance by State Governments

170. What did academic librarians believe should have been considered in the funding recommendations?
A) The preferences of students
B) A more reasonable figure for funding per student and teacher
C) The administrative costs of universities
D) The technological advancements in libraries
Answer: B) A more reasonable figure for funding per student and teacher

171. When was the Mehrotra Committee appointed by the UGC?
A) December 24, 1983
B) October 1985
C) September 3, 1986
D) 1988
Answer: A) December 24, 1983

172. What was one of the main objectives of the Mehrotra Committee?
A) To decrease the number of librarians in universities
B) To revise pay scales and service conditions of teachers and librarians
C) To eliminate physical education from universities
D) To reduce the workload of university professors
Answer: B) To revise pay scales and service conditions of teachers and librarians

173. In what year did the Mehrotra Committee submit its report on the revision of pay scales of librarians?
A) 1983
B) 1985
C) 1986
D) 1988
Answer: C) 1986

174. Which committee was formed by the UGC in 1988 to suggest measures for library networking?
A) Mehrotra Committee
B) Radhakrishnan Commission
C) Yash Pal Committee
D) Kothari Commission
Answer: C) Yash Pal Committee

175. What was one of the key recommendations of the Mehrotra Committee regarding librarians?
A) To restrict qualifications to only M.Phil and Ph.D.
B) To link promotions to additional qualifications and self-assessment
C) To eliminate refresher courses for librarians
D) To focus solely on traditional library practices
Answer: B) To link promotions to additional qualifications and self-assessment

176. What essential qualification was recommended for librarians as part of the Mehrotra Committee's report?
A) M. Phil in Library Science
B) Ph.D. in Library Science
C) Qualifying National Eligibility Test in Library and Information Science
D) No qualifications were needed
Answer: C) Qualifying National Eligibility Test in Library and Information Science

177. What did the Mehrotra Committee suggest about the professional development of librarians?
A) Librarians should not attend workshops
B) Librarians should be encouraged to attend refresher courses and workshops
C) Librarians should only focus on administrative duties
D) Librarians should not participate in professional development activities
Answer: B) Librarians should be encouraged to attend refresher courses and workshops

key points related to the Mehrotra Committee (1983) and its impact on the development of academic libraries and librarianship in India:

Aspect	Details
Establishment of the Committee	Appointed by UGC on December 24, 1983, under the Chairmanship of Professor R.C.

	Mehrotra to revise pay scales, career development, and service conditions of university and college teachers.
Extension to Librarians	In October 1985, the UGC requested the Mehrotra Committee to also consider revising pay scales for Librarians and Directors of Physical Education.
Report Submission	The Committee submitted its report on the revision of pay scales for Librarians on September 3, 1986.
Formation of National Network System	In 1988, UGC constituted a Committee chaired by Prof. Yash Pal to suggest measures for networking libraries in universities and colleges to optimize resource utilization and avoid duplication.
Key Recommendations	- Revised pay scales for librarians based on qualifications and duties. - Librarians should have promotional opportunities and facilities for skill improvement. - No mandatory M.Phil./Ph.D.; qualifying NET for Library Science was made essential. - Librarians should prepare annual self-assessment reports and receive user assessments for performance evaluation. - Promotions linked to additional qualifications; duty leave for professional development.
Government Acceptance	The Government of India accepted the recommendations, implementing revised pay scales and qualifications on July 22, 1988.
Modifications in Recruitment Standards	Document No. F.1-9/89 (CPP-I) issued on February 20, 1990, revised minimum qualifications for various librarian positions, effective from January 1, 1986.
Impact on Recruitment	Universities and colleges began advertising librarian positions with revised pay scales and qualifications following the Mehrotra Committee's recommendations.

178. What was the main objective of the Committee on National Network System constituted by the UGC in 1988?
A) To reduce the number of libraries in India
B) To develop a single library system for universities
C) To share existing resources and optimize utilization of libraries
D) To eliminate duplication of holdings in university libraries
Answer: C) To share existing resources and optimize utilization of libraries

179. Who chaired the Working Group on Modernisation of Library Services and Informatics for the Seventh Five Year Plan?
A) Prof. Yash Pal
B) Dr. N. Seshagiri
C) R.C. Mehrotra
D) D.S. Kothari
Answer: B) Dr. N. Seshagiri

180. When was the Committee on National Network System for Universities Libraries

established?
A) 1985
B) 1986
C) 1988
D) 1990
Answer: C) 1988

181. What project did the Working Group constitute by the Committee focus on?
A) Digital Library System
B) Information and Library Network (INFLIBNET)
C) Library Management Software
D) Resource Sharing Network
Answer: B) Information and Library Network (INFLIBNET)

182. When did the Working Group commence and complete its work on the INFLIBNET project?
A) Commenced June 2, 1988; completed August 31, 1988
B) Commenced April 24, 1988; completed June 2, 1988
C) Commenced August 31, 1988; completed October 1, 1988
D) Commenced January 1, 1988; completed March 1, 1988
Answer: A) Commenced June 2, 1988; completed August 31, 1988

183. Which policy documents did the Working Group refer to in their work?
A) National Education Policy
B) National Policy on Library and Information System
C) Technology Policy Statement
D) All of the above
Answer: D) All of the above

184. What were some of the developmental programs recognized by the Working Group?
A) NISSAT, NIC, DESINET, ERNET, CALIBNET, DELNET, CSIRNET
B) INFLIBNET, DELNET, CALIBNET, NISSAT
C) ERNET, NIC, NISSAT, DELNET
D) Only NISSAT and DELNET
Answer: A) NISSAT, NIC, DESINET, ERNET, CALIBNET, DELNET, CSIRNET

185. What did the Working Group cover in detail regarding INFLIBNET?
A) Budget allocation for libraries
B) Various aspects such as output and services, organization, and training needs
C) Recruitment of library staff
D) None of the above
Answer: B) Various aspects such as output and services, organization, and training needs

key points related to the **Committee on National Network System for University Libraries (1988)** and its initiatives in the modernization of library services in India:

Aspect	Details
Establishment of the Working Group	Formed by the Planning Commission to modernize library services and informatics for the Seventh Five Year Plan (1985-90) under the Chairmanship of Dr. N. Seshagiri.
Goal of the Working Group	Suggested developing a computer network interlinking all special libraries in India by the year 2000 A.D.
Formation of the Committee	In 1988, UGC constituted a Committee on National Network System, chaired by Prof. Yash Pal, to suggest measures for networking libraries and information centers across various institutions.
Objective of the Committee	To share existing resources, optimize utilization, and avoid duplication of holdings, providing access to a wide range of literature.
First Meeting	Held on April 24, 1988, where the Committee decided to form a Working Group to prepare a project report on 'Information and Library Network' (INFLIBNET) within three months.

Working Group Composition	Comprised experts and officials from representative organizations, libraries, information centers, and the computer and communication fields.
Work Timeline	Commenced work on June 2, 1988, and completed the assignment by August 31, 1988.
Reference to Policy Documents	Reviewed key policy documents such as: - Scientific Policy Resolution and Technology Policy Statement - National Policy on Education - Proposed National Policy on Library and Information System.
Recognition of Ongoing Efforts	Acknowledged various developmental programs like NISSAT, NIC, DESINET, ERNET, CALIBNET, DELNET, and CSIRNET aimed at modernizing libraries and information centers in India.
Key Areas Covered by the Working Group	- Output and Services - INFLIBNET Organization - Standardization for Information Handling - Application Software Requirements - Computer Hardware - Technical Specializations - Network Manpower and Training Needs - Management and Implementation Mechanisms - Cost Implications

186. What was the primary aim of the UGC's restructuring of courses during the Seventh Plan period?
A) To reduce the number of courses
B) To make education relevant to community needs
C) To increase the number of universities
D) To eliminate outdated subjects
Answer: B) To make education relevant to community needs

187. When was the Curriculum Development Committee on Library and Information Science constituted?
A) 1986
B) 1989
C) 1990
D) 1992
Answer: C) 1990

188. Who were the members of the Curriculum Development Committee (CDC) on Library and Information Science?
A) Only professors from Delhi University
B) Experts from various universities and the UGC
C) Only practicing librarians
D) International library professionals
Answer: B) Experts from various universities and the UGC

189. How many departments of Library and Information Science responded to the CDC's questionnaire?
A) 20
B) 24
C) 69
D) 50
Answer: B) 24

190. What did the CDC emphasize regarding the Department of Library and Information Science at universities?
A) Reducing the number of posts
B) Establishing separate departments for each university
C) Merging LIS departments with other departments
D) Limiting student enrollment
Answer: B) Establishing separate departments for each university

191. What significant recommendation did the CDC make concerning faculty positions in LIS departments?
A) Only part-time faculty should be employed
B) Each university should have at least one post of Professor in LIS

C) No faculty should be appointed
D) Hiring from international institutions only
Answer: B) Each university should have at least one post of Professor in LIS

192. What was one of the core contributions of the Committee?
A) Development of new recreational programs
B) Formulation of new curricula with core and optional courses
C) Increasing library fees
D) Reducing the number of courses offered
Answer: B) Formulation of new curricula with core and optional courses

193. Which modern technologies did the CDC note as being adopted by academic and special libraries?
A) Handwritten catalogues
B) Information and communication technologies for library automation
C) Typewriters and manual filing systems
D) None of the above
Answer: B) Information and communication technologies for library automation

194. What initial grant amount did the CDC recommend for acquiring basic equipment for LIS departments?
A) Rs. 10 lakhs
B) Rs. 15 lakhs
C) Rs. 20 lakhs
D) Rs. 25 lakhs
Answer: D) Rs. 25 lakhs

195. According to the CDC, how should LIS departments be treated in terms of equipment grants?
A) They should receive no funding
B) They should be treated like other science departments
C) They should be merged with humanities departments
D) They should receive less funding than other departments
Answer: B) They should be treated like other science departments

Curriculum Development Committee on Library and Information Science (1990-93) and its contributions to modernizing library education in India:

Aspect	Details
Initiation of Curriculum Development	UGC initiated the restructuring of courses during the Seventh Plan period to align education with community needs; Curriculum Development Centers established in 1986 to modernize syllabi.
Development of Model Curriculum	By March 27, 1989, model curricula for 20 disciplines were developed to ensure education was socially relevant and aligned with modern trends. Many universities adopted the new courses.
Formation of the Curriculum Development Committee	Constituted in September 1990 on the recommendation of the UGC Panel on Library and Information Science to modernize the LIS curriculum.
Committee Members	Included Prof. P.N. Kaula, Prof. S.G. Mahajan, Prof. (Ms.) A.K. Anand, Dr. P.K. Mahapatra, Dr. Llv. Ravi Chandra Rao, and Dr. O.P. Gupta of UGC.
Data Collection	The CDC sent questionnaires to 69 LIS departments, receiving responses from 24 universities to assess current curricula and instructional practices.
Meetings and Workshops	Conducted five meetings between December 1990 and January 1992, and two workshops on February 12, 1991, and March 19, 1993,

	involving practicing librarians and LIS educators.
Historical Overview	Provided a historical overview of LIS education development and its current status in independent India.
Guidelines Suggested	Recommendations included admission policies, criteria for admission tests, instructional methods, teaching aids, and minimum accommodation for LIS departments.
New Curriculum Formulation	Developed new curricula comprising core and optional courses, following earlier UGC recommendations.
Emphasis on Infrastructure	Highlighted the need for separate LIS departments at universities, creation of more professor positions, and sufficient full-time teaching faculty.
Recommendation for Resources	Suggested an initial grant of Rs. 25 lakhs for basic equipment, Rs. 1 lakh for suitable software, and guidelines for equipment grants for LIS departments to be on par with science departments.
Response to Technological Changes	Addressed the rapid changes in LIS due to INFLIBNET and advancements in information and communication technologies, recommending
	curriculum revisions and updated educational teaching aids.

196. What was the primary purpose of the Rastogi Committee appointed by the UGC in 1997?
A) To revise library curricula
B) To consider the revision of pay scales and career advancement for academic staff
C) To develop new library technologies
D) To establish new universities
Answer: B) To consider the revision of pay scales and career advancement for academic staff

197. Who chaired the Rastogi Committee?
A) Prof. N. Seshagiri
B) Prof. R. P. Rastogi
C) Dr. Mehrotra
D) Dr. O.P. Gupta
Answer: B) Prof. R. P. Rastogi

198. When were the revised pay scales for teachers, librarians, and physical instructors announced?
A) March 24, 1999
B) July 27, 1998
C) 1997
D) August 31, 1998
Answer: B) July 27, 1998

199. What significant change did the Ministry of HRD make regarding the parity of pay scales for librarians?
A) It increased the pay scales for librarians.
B) It withdrew the parity for career advancement and other provisions.
C) It established equal pay scales for all staff.
D) It abolished the librarian positions altogether.
Answer: B) It withdrew the parity for career advancement and other provisions.

200. According to the Rastogi Committee's recommendations, how were Deputy and Assistant Librarians categorized in terms of parity?
A) On par with teaching staff
B) At par with administrative staff such as Deputy and Assistant Registrars
C) Considered lower than administrative staff

D) Equal to research staff
Answer: B) At par with administrative staff such as Deputy and Assistant Registrars

201. What was the eligibility criterion for Assistant Librarians for career advancement according to the Mehrotra Committee?
A) 10 years of service
B) 8 years for senior scale and 16 years for selection grade
C) 5 years for senior scale and 10 years for selection grade
D) 12 years for both senior and selection grades
Answer: B) 8 years for senior scale and 16 years for selection grade

202. What was the impact of holding a Ph.D. on the career advancement scheme for Assistant Librarians?
A) No impact
B) Reduced time span for senior scale to 6 years and selection grade to 13 years
C) Increased pay scale immediately
D) Mandatory requirement for promotion
Answer: B) Reduced time span for senior scale to 6 years and selection grade to 13 years

203. What provision was scrapped by the Ministry of HRD in March 1999 regarding librarians?
A) Provision for salary increases
B) Provision for career advancement and additional increments for M.Phil/Ph.D. holders
C) Provision for new librarian positions
D) Provision for training programs
Answer: B) Provision for career advancement and additional increments for M.Phil./Ph.D. holders

Rastogi Committee (1997-1998) and its impact on the pay scales and career advancement of librarians in India:

Aspect	Details
Establishment of the Committee	The UGC appointed the Rastogi Committee in 1997, chaired by Prof. R.P. Rastogi, to review pay scales and career advancement of academic staff in universities and colleges.
Key Recommendation Announcement	On July 27, 1998, the Ministry of Human Resource Development announced revised pay scales for teachers, librarians, and physical instructors based on the Committee's recommendations.
Subsequent Clarifications	Additional clarifications were issued on March 11, 1999, maintaining pay parity for librarians with teachers but withdrawing parity regarding career advancement and related benefits.
Anomalies and Discrepancies Identified	1. **Parity**: Deputy and Assistant Librarians were classified at par with administrative staff (Deputy and Assistant Registrars). 2. **Career Advancement**: The Mehrotra Committee's recommendations for Assistant Librarians included: - Eligibility for a senior scale after 8 years of service (6 years for Ph.D. holders) - Eligibility for selection grade after 16 years of service (13 years for Ph.D. holders) - Additional increments for M.Phil./Ph.D. holders.
Current Status of Career Advancement Scheme	The career advancement scheme remains applicable for teachers but was scrapped for librarians as per the

	Ministry's letter dated March 24, 1999, leading to disparities in career progression.

204. What is the extended age limit for retirement for teachers and university librarians?
A) 60 years
B) 62 years
C) 65 years
D) 58 years
Answer: B) 62 years

205. Who has been denied the age limit extension for retirement at 62 years?
A) Teachers
B) University Librarians
C) Deputy and Assistant Librarians
D) All librarians
Answer: C) Deputy and Assistant Librarians

206. What scheme continues for teachers after reaching the retirement age of 62 years?
A) Promotion to a higher post
B) Re-employment and extension
C) Salary increase
D) Mandatory training
Answer: B) Re-employment and extension

207. How do Deputy Librarians' pay scales compare to Readers?
A) They have lower pay scales
B) They enjoy parity of pay scales
C) They receive higher pay scales
D) Their pay scales are not defined
Answer: B) They enjoy parity of pay scales

208. What benefit has been denied to Deputy Librarians regarding pay fixation?
A) Pay increase
B) Pay fixation at Rs. 14,940 after five years of service
C) Equal pay to teachers
D) Annual increments
Answer: B) Pay fixation at Rs. 14,940 after five years of service

209. What is the disparity in work experience requirements for direct recruitment to the post of University Librarian?
A) 5 years for all positions
B) 10 years for Readers and 13 years for Deputy Librarians
C) 8 years for all positions
D) 12 years for Readers and 10 years for Deputy Librarians
Answer: B) 10 years for Readers and 13 years for Deputy Librarians

210. What action are librarians pursuing regarding their parity with teachers?
A) Seeking a complete removal of all pay scales
B) Pursuing to restore complete parity and remove anomalies
C) Asking for increased retirement age
D) Requesting additional job positions
Answer: B) Pursuing to restore complete parity and remove anomalies

211. What is the current status of the librarians' request for parity restoration?
A) Fully approved and implemented
B) Under review by the Ministry and UGC
C) Denied completely
D) Not pursued further
Answer: B) Under review by the Ministry and UGC

212. What was the main objective of the UGC's Curriculum Development Committee (1997-2001) for Library and Information Science?
A) To increase funding for libraries
B) To formulate a model curriculum and prepare a status report
C) To promote online learning
D) To establish new universities
Answer: B) To formulate a model curriculum and prepare a status report

213. Who was appointed as the convener of the Subject Panel for Library and Information Science?
A) Prof. S.G. Mahajan
B) Dr. P.K. Mahapatra
C) Prof. C.R. Karisidappa
D) Dr. O.P. Gupta
Answer: C) Prof. C.R. Karisidappa

214. Where was the first meeting of the Panel of LIS held?
A) Utkal University
B) Osmania University
C) Karnataka University, Dharwad

D) North Eastern Hill University
Answer: C) Karnataka University, Dharwad

215. What method did the Committee use to collect information on LIS education in India?
A) Interviews with students
B) Circulating questionnaires to all Departments of LIS
C) Conducting workshops
D) Reviewing library facilities
Answer: B) Circulating questionnaires to all Departments of LIS

216. How many Zonal Meetings were held for the LIS Panel, and where did they take place?
A) Three meetings at different universities
B) Four meetings at various universities
C) Two meetings at the UGC office
D) Five meetings including workshops
Answer: B) Four meetings at various universities

217. Which UGC report was NOT mentioned as a reference in preparing the CDC Report?
A) UGC Library Committee Report on University and College Libraries, 1957
B) UGC Review Committee Report on Library Science in Indian Universities, 1965
C) UGC Report of the Review Committee - 1981
D) UGC Report on E-Learning Initiatives, 2000
Answer: D) UGC Report on E-Learning Initiatives, 2000

218. Which document focused on the training of LIS professionals in both Germany and India?
A) UNESCO Curriculum for Information Society, 1998
B) UGC Review Committee Report, 1981
C) Recommendations of the Seminar on Training of LIS professionals
D) UGC Library Committee Report, 1957
Answer: C) Recommendations of the Seminar on Training of LIS professionals

219. What was the purpose of the meetings conducted by the three groups at the UGC office?
A) To distribute funding for libraries
B) To finalize courses, modules, model syllabus, marks pattern, teaching hours, and credits
C) To review existing librarians' qualifications
D) To plan future workshops for LIS professionals
Answer: B) To finalize courses, modules, model syllabus, marks pattern, teaching hours, and credits

Curriculum Development Committee (1997-2001) and its initiatives for Library and Information Science (LIS) courses:

Aspect	Details
Constitution of Subject Panels	The UGC constituted Subject Panels for various disciplines, including Library and Information Science, as per its letter No. F.2-13/97 dated April 2, 1997, with Prof. C.R. Karisidappa as convener.
First Meeting	The first meeting of the LIS Panel took place at Karnataka University, Dharwad, on March 10-11, 1998, following discussions among conveners of all disciplines with Dr. Hari Gautam, Chairman, UGC, on July 24, 1997.
Survey of LIS Education	The Committee conducted a survey of LIS education in India to gather information on current syllabi and other details by distributing questionnaires to all Departments of LIS.
Zonal Meetings	Four separate Zonal Meetings were held at: - Kurukshetra University (November 12-13, 1998) - Utkal University (December 9-10, 1998) - Osmania University (December 29-30, 1998) - North Eastern Hill University (April 13-14, 1999)
Preparation of CDC Report	The UGC Chairman advised the constitution of three groups for the preparation of the CDC Report, which met at the UGC office on October 23-25, December 4-6, and January 8-

	10, 2001, finalizing courses, modules, model syllabus, marks patterns, teaching hours, and credits for each course.
Sources Examined by the Subject Panel	The Subject Panel reviewed several key documents, including: - UGC Library Committee Report (1957) - UGC Review Committee Report (1965) - UGC Report of the Review Committee (1981) - UGC Report of Curriculum Development Committee (1992) - UNESCO Curriculum for Information Society (1998) - Seminar Recommendations on Training of LIS Professionals (2000) - Minutes from various meetings with Conveners of Board of Studies across universities in India - Status Report based on the survey of Departments of LIS in India (2000)

220. What was the primary recommendation of the Panel regarding the Master's Degree curriculum for LIS?
A) A one-year integrated program
B) A two-year Master's Degree curriculum with an option for a one-year BLIS and one-year MLIS model
C) A three-year Bachelor's program
D) An online-only Master's program
Answer: B) A two-year Master's Degree curriculum with an option for a one-year BLIS and one-year MLIS model

221. Why did the Panel recommend an integrated model for LIS education?
A) To reduce the number of courses offered
B) To provide adequate time for automation and information technology components
C) To standardize education across all universities
D) To eliminate practical components from the curriculum
Answer: B) To provide adequate time for automation and information technology components

222. How many modules did the Panel propose for the formation of the Model Syllabus?
A) Five modules
B) Six modules
C) Seven modules
D) Eight modules
Answer: C) Seven modules

223. What approach did the Panel adopt for the Model Syllabus?
A) Thematic Approach
B) Integrated Approach
C) Modular Approach
D) Hybrid Approach
Answer: C) Modular Approach

224. What does the Report specify regarding the number of hours for teaching each paper?
A) It outlines the total duration of the course only
B) It provides a break-up of hours for teaching, practicals, assignments, and seminars
C) It suggests a uniform number of hours for all subjects
D) It eliminates practical components from the syllabus
Answer: B) It provides a break-up of hours for teaching, practicals, assignments, and seminars

225. How does the Report address distance education in LIS?
A) It completely disregards distance education
B) It suggests modifications to existing norms and standards formulated by the Distance Education Council (DEC, IGNOU)
C) It mandates all LIS education to be conducted in-person
D) It proposes new universities for distance education
Answer: B) It suggests modifications to existing norms and standards formulated by the Distance Education Council (DEC, IGNOU)

226. Who will find the Report useful in planning and revising their syllabus and teaching strategies?
A) Library patrons
B) University administrators
C) Board of Studies of Departments of LIS in

Indian universities
D) External examiners
Answer: C) Board of Studies of Departments of LIS in Indian universities

227. What was the primary role of the UGC in developing academic libraries?
A) To standardize library furniture across universities
B) To provide financial assistance for various library needs
C) To control library operations in all universities
D) To eliminate outdated resources from libraries
Answer: B) To provide financial assistance for various library needs

228. Which of the following schemes was NOT mentioned as part of the UGC's initiatives for academic libraries?
A) Wheat Loan Educational Exchange Programme
B) Regional Library Centres
C) National Research Fund
D) Collection Development
Answer: C) National Research Fund

229. What was the purpose of the Wheat Loan Educational Exchange Programme established in 1951?
A) To provide loans for personal library development
B) To promote higher education through the purchase of books and journals
C) To fund library staff training programs
D) To establish digital libraries across India
Answer: B) To promote higher education through the purchase of books and journals

230. How much was allocated from the Wheat Loan for promoting higher education?
A) $1,000,000
B) $5,000,000
C) $10,000,000
D) $190,000,000
Answer: B) $5,000,000

231. What significant event prompted the establishment of the Wheat Loan Educational Exchange Programme?
A) The establishment of the Indian National Library
B) Acute food shortage in India after Independence
C) The introduction of new library technologies
D) The need for digitization of library resources
Answer: B) Acute food shortage in India after Independence

232. Under the Wheat Loan Educational Exchange Programme, what were some of the areas funded by the allocated sum?
A) Infrastructure development only
B) Purchase of books and journals, scientific equipment, and educational exchanges
C) Salary payments for library staff
D) Technology upgrades in libraries
Answer: B) Purchase of books and journals, scientific equipment, and educational exchanges

233. What has been the overall impact of the UGC's schemes on university libraries in India?
A) Minimal impact due to poor implementation
B) Rapid progress in collection development and infrastructure
C) Increased competition among libraries
D) Shift from physical to digital collections
Answer: B) Rapid progress in collection development and infrastructure

***Important Programs of the UGC for Developing Academic Libraries**, detailing various schemes and their objectives:*

Programme	Details
Overview	The UGC recognized the significance of well-organized and equipped libraries in higher education and implemented various recommendations from Committees and Commissions, providing financial assistance for library development, including collection enhancement,

	infrastructure, and equipment.
Key Schemes	- Wheat Loan Educational Exchange Programme (1951-61) - Book Banks (1963-64) - Regional Library Centers - Study Centres - National Information Centers - Area Study Centers - Collection Development - Library Buildings

Wheat Loan Educational Exchange Programme (1951-61)

Aspect	Details
Inception	Established in 1951 under the American Public Law 480, providing $190 million for wheat purchases and $5 million for higher education support.
Objective	To promote higher education through the purchase of books, journals, and scientific equipment, and to facilitate educational exchanges between India and the USA.
Impact	Funds helped establish three extension libraries in Ludhiana, Madurai, and Udaipur, benefiting students and faculty. Supported travel and study opportunities for 33 Indian librarians in the USA, fostering professional relationships.

Book Banks (1963-64)

Aspect	Details
Introduction	Launched in 1963-64 to acquire multiple copies of expensive textbooks for needy students, allowing home study with nominal deposits.
Initial Grants	- Postgraduate colleges: ₹15,000 - Degree colleges: ₹10,000 Prior to 1975, UGC funded 75% of the grant, with colleges matching 25% based on student enrollment.
Grant Allocation Based on Student Strength	- ₹8,000 for 1 to 250 students - ₹10,000 for 251 to 500 students - ₹15,000 for 501 to 1000 students - ₹20,000 for 1001 to 1500 students - ₹25,000 for 1501 to 2000 students - ₹30,000 for 2000+ students
Post-1975 Changes	UGC provided ₹60 per student, up to a maximum of ₹50,000 per college per Plan period. Allowed 30% of library grants to be utilized for book banks.
Discontinuation	The UGC Review Committee in 1981 noted implementation gaps and lack of uniform impact, leading to the scheme's discontinuation.

234. What new scheme did the UGC introduce during the Fourth Five Year Plan period?
A) Establishing digital libraries
B) Establishing study centers with effective library services

C) Implementing nationwide library automation
D) Creating university library consortiums
Answer: B) Establishing study centers with effective library services

235. What type of grants did the UGC provide for the establishment of study centers?
A) Only recurring grants
B) Only non-recurring grants
C) Both recurring and non-recurring grants
D) No grants were provided
Answer: C) Both recurring and non-recurring grants

236. How much was allocated for staff salaries at the study centers?
A) Rs. 5,000
B) Rs. 10,000
C) Rs. 15,000
D) Rs. 20,000
Answer: B) Rs. 10,000

237. What amount was provided as non-recurring grants for books to existing centers?
A) Rs. 10,000
B) Rs. 20,000
C) Rs. 30,000
D) Rs. 44,911
Answer: B) Rs. 20,000

238. In which year was a total of Rs. 44.911 lakh paid to twenty-three universities?
A) 1975-76
B) 1976-77
C) 1977-78
D) 1978-79
Answer: C) 1977-78

239. What was discussed at the Vice-Chancellor's conference in 1976 regarding library facilities?
A) The need for digital resources in libraries
B) The necessity of developing library facilities to link education with all-round development
C) The implementation of strict library policies
D) The elimination of physical books from libraries
Answer: B) The necessity of developing library facilities to link education with all-round development

240. How many regional library centers (RLCs) were recommended to be established in 1976?
A) Two
B) Three
C) Four
D) Five
Answer: C) Four

241. What types of services were the Regional Library Centers intended to provide?
A) Only traditional library services
B) Efficient information facilities such as reprography and microfilming
C) Personal research assistance
D) Community outreach programs
Answer: B) Efficient information facilities such as reprography and microfilming

242. What grant amount was proposed for each RLC during the Fifth Plan?
A) Rs. 40,000
B) Rs. 50,000
C) Rs. 60,000
D) Rs. 70,000
Answer: C) Rs. 60,000

243. How much total funding was sanctioned for the RLCs during the Fifth Plan period?
A) Rs. 1 crore
B) Rs. 2 crore
C) Rs. 3 crore
D) Rs. 4 crore
Answer: B) Rs. 2 crore

244. What was the primary objective of establishing National Information Service Centers (NISCs)?
A) To eliminate traditional libraries
B) To provide up-to-date information in different disciplines
C) To focus solely on physical sciences
D) To restrict access to information
Answer: B) To provide up-to-date information in different disciplines

245. How many National Information Service Centers (NISCs) were established by the UGC?
A) One
B) Three
C) Five
D) Seven
Answer: B) Three

246. Which university is associated with the broad discipline of Physical, Natural, and Applied Sciences?
A) Maharaja Sayajirao University, Baroda
B) Indian Institute of Science, Bangalore
C) S.N.DT. Women's University, Bombay
D) Jawaharlal Nehru University, New Delhi
Answer: B) Indian Institute of Science, Bangalore

247. What type of services did the National Information Centers provide?
A) Only Current Awareness Services
B) Reference and information services, documentation services, and Current Awareness Services
C) Only documentation services
D) Only physical book lending
Answer: B) Reference and information services, documentation services, and Current Awareness Services

248. Under which section of the UGC Act were Inter-University Centers established?
A) Section 10 (b)
B) Section 12 (ccc)
C) Section 15 (a)
D) Section 20 (d)
Answer: B) Section 12 (ccc)

249. What was the purpose of establishing Inter-University Centers?
A) To limit research activities to local universities
B) To provide national research facilities within the university system
C) To establish private research facilities
D) To reduce the number of research grants
Answer: B) To provide national research facilities within the university system

250. Which of the following is NOT listed as an Inter-University Centre?
A) Nuclear Science Centre
B) Crystal Growth Centre
C) Advanced Robotics Centre
D) MST Radar Centre
Answer: C) Advanced Robotics Centre

251. What grant did the UGC provide to the Inter-University Centers?
A) Grants for constructing new libraries only
B) Grants to develop their libraries and provide laboratory facilities
C) Grants for faculty salaries only
D) No grants were provided
Answer: B) Grants to develop their libraries and provide laboratory facilities

252. Which university hosts the Inter-University Centre for Astronomy and Astrophysics?
A) Jawaharlal Nehru University, New Delhi
B) Poona University, Pune
C) Anna University, Madras
D) Maharaja Sayajirao University, Baroda
Answer: B) Poona University, Pune

253. What was one of the roles of the Inter-University Consortium for Educational Communication?
A) To focus on environmental studies only
B) To provide national research facilities
C) To eliminate the need for library services
D) To restrict access to academic resources
Answer: B) To provide national research facilities

National Information Centers and Inter-University Centres initiative, highlighting the key aspects and details of these programs:

Programme	Details
Overview	The UGC established National Information Service Centers (NISCs) and Inter-University Centers to enhance access to information and provide bibliographic support to educators and researchers. This initiative was reviewed during the Sixth Plan to ensure up-to-date information across various disciplines.

National Information Centers

Aspect	Details
Purpose	To develop computer databases in specific study areas to provide reference and information services, documentation services, and

	Current Awareness Services to users as needed.
Institutions	**Broad Disciplines**
1. Indian Institute of Science, Bangalore	**Disciplines:** Physical, Natural, and Applied Sciences
2. Maharaja Sayajirao University, Baroda	**Disciplines:** Social Sciences, Political Science, Education, Psychology
3. S.N.D.T. Women's University, Bombay	**Disciplines:** Humanities, Sociology, Home Science, Library Science, Special Education, Gujarati, Women's Studies

Inter-University Centers

Aspect	Details
Purpose	To provide national research facilities within the university system, offering grants to develop libraries and laboratory facilities for research and experiments accessible to scholars across the country.
Centers Established	- **Nuclear Science Centre** (Jawaharlal Nehru University, New Delhi) - **Inter-University Centre for Astronomy and Astrophysics** (Poona University, Pune) - **Inter-University Consortium** (Devi Ahilya University, Indore) - **Crystal Growth Centre** (Anna University, Madras) - **Western Regional Instrumentation Centre** (Bombay University, Bombay) - **MST Radar Centre** (Sri Venkateswara University, Tirupati) - **Inter-University Consortium for Educational Communication** (Jawaharlal Nehru University, New Delhi, Project of Nuclear Science Centre)

254. What is the purpose of the Area Study Centers established by the UGC?
A) To provide financial assistance to all universities indiscriminately
B) To conduct in-depth studies related to various countries and regions
C) To focus solely on local issues
D) To eliminate the need for library facilities
Answer: B) To conduct in-depth studies related to various countries and regions

255. How does the UGC support the strengthening of library facilities in selected universities?
A) By reducing the number of libraries
B) By providing financial assistance
C) By merging libraries with other institutions
D) By prohibiting funding for new collections
Answer: B) By providing financial assistance

256. Which types of institutions receive grants for building library collections in India?
A) Only Central Universities
B) Only State Universities
C) Various types including Central, State, Deemed-to-be Universities, and affiliated colleges
D) Private institutions only
Answer: C) Various types including Central, State, Deemed-to-be Universities, and affiliated colleges

257. What do the General Development Schemes include for library funding?
A) Only funding for digital resources
B) Grants for central libraries as well as departmental libraries
C) Funds for research projects only
D) No specific allocation for libraries
Answer: B) Grants for central libraries as well as departmental libraries

258. How are funds allocated to universities and colleges under UGC schemes?
A) Based on a lottery system
B) Through proposals following prescribed guidelines
C) Without any committee review
D) Only to the largest universities
Answer: B) Through proposals following prescribed guidelines

259. What factors determine the variation in the amount allocated to each university by the UGC?
A) The popularity of the university
B) The strength of students, faculties, infrastructure, income, and number of departments
C) The geographical location only
D) The number of faculty members only
Answer: B) The strength of students, faculties, infrastructure, income, and number of departments

260. What is one of the major challenges faced by libraries in acquiring books and journals?
A) Decreased demand for information
B) Lack of interest from users
C) Information explosion, escalating costs, and scanty budgets
D) Excessive funding from multiple sources
Answer: C) Information explosion, escalating costs, and scanty budgets

261. What cooperative programs were introduced by the UGC to assist libraries?
A) Only Inter-University Centers
B) Regional Library Centers, National Information Centres, and sharing resources through INFLIBNET
C) Private funding initiatives
D) None of the above
Answer: B) Regional Library Centers, National Information Centres, and sharing resources through INFLIBNET

262. What is essential for the smooth functioning of a library according to the UGC?
A) Only a large collection of books
B) Functional building, modern equipment, and appropriate furniture
C) Only advanced technology
D) Minimal space for storage
Answer: B) Functional building, modern equipment, and appropriate furniture

263. What grant was provided under the Wheat Loan Educational Exchange Programme for library expansion?
A) Rs. 20,00,000
B) Rs. 54,30,000
C) Rs. 78,88,000
D) Rs. 3.83 crores
Answer: B) Rs. 54,30,000

264. How much grant did the UGC provide during the Second and Third Five Year Plans for library buildings?
A) Rs. 1.50 crores
B) Rs. 2.67 crores
C) Rs. 78.88 lakhs
D) Rs. 3.83 crores
Answer: B) Rs. 2.67 crores

265. What was the total amount sanctioned for library buildings by the UGC until March 1973?
A) Rs. 78.88 lakhs
B) Rs. 2.67 crores
C) Rs. 3.83,75,289.00
D) Rs. 54,30,000
Answer: C) Rs. 3.83,75,289.00

266. What committee did Dr. S.R. Ranganathan chair in 1965?
A) National Library Policy Committee
B) University and College Library Development Committee
C) Educational Library Standards Committee
D) Committee on Library Automation
Answer: B) University and College Library Development Committee

267. Which Indian Standard is related to the design of library buildings?
A) IS: 1234-1978
B) IS: 1533-1960
C) IS: 1010-1965
D) IS: 2000-1980
Answer: B) IS: 1533-1960

268. What did the UGC recommend in the Seventh Plan regarding library building construction grants?
A) To spend 10% of the grant on construction
B) To spend 20% of the ceiling of the grant on

library building and facilities
C) To avoid spending on library buildings
D) To allocate all funds for digital resources
Answer: B) To spend 20% of the ceiling of the grant on library building and facilities

269. How much of the allocation did the UGC recommend be utilized for the purchase and maintenance of equipment?
A) 30%
B) 50%
C) 55% to 60%
D) 70%
Answer: C) 55% to 60%

270. What was the pattern of assistance for library building in the Eighth Plan?
A) 25%
B) 30%
C) 50%
D) 75%
Answer: C) 50%

271. What percentage of funds was made available for audio-visual aids and acquisition of books and journals in the Eighth Plan?
A) 20% to 25%
B) 30% to 35%
C) 45% to 50%
D) 55% to 60%
Answer: C) 45% to 50%

272. What program did the UGC launch to earmark funds for computer facilities and library automation?
A) INFLIBNET Programme
B) NLIST Programme
C) DELNET Programme
D) E-Granthalaya Programme
Answer: A) INFLIBNET Programme

273. What was the purpose of constituting the Panel of Library and Information Science by the UGC?
A) To eliminate library funding
B) To review and recommend improvements in library development and services
C) To restrict library automation
D) To create new LIS courses
Answer: B) To review and recommend improvements in library development and services

274. What is the principal aim of the All India Council for Technical Education (AICTE)?
A) To close technical institutions
B) To promote qualitative improvement of technical and professional education
C) To standardize library furniture
D) To eliminate academic regulations
Answer: B) To promote qualitative improvement of technical and professional education

275. What new norm was introduced by AICTE for institutions conducting M.E./MTech./M.Pharm. programs in the year 2004-2005?
A) No specific requirements for libraries
B) One research journal for each specialization
C) A fixed number of computers for each library
D) Mandatory online resources only
Answer: B) One research journal for each specialization

276. According to AICTE norms, how many titles and books should a library provide for each specialization?
A) 50 titles and 200 books
B) 100 titles and 500 books
C) 150 titles and 300 books
D) 200 titles and 800 books
Answer: B) 100 titles and 500 books

277. What percentage of the books in the library should be the latest publications produced after the year 2000, according to AICTE?
A) 10%
B) 15%
C) 20%
D) 25%
Answer: D) 25%

278. Which facilities must be available at the library according to AICTE standards?
A) Only book lending services
B) Photocopying and video projection facilities
C) Online research databases only
D) None of the above
Answer: B) Photocopying and video projection facilities

279. What is the primary function of the National Council of Educational Research and

Training (NCERT)?
A) Conduct research on technology
B) Assist in formulating and implementing educational policies
C) Manage university libraries
D) Standardize educational materials
Answer: B) Assist in formulating and implementing educational policies

280. When was NCERT established?
A) 1951
B) 1961
C) 1971
D) 1981
Answer: B) 1961

281. How many books and periodicals does the Division of Library Documentation and Information (DLDI) of NCERT have?
A) 100,000 books and 5,000 journals
B) 130,000 books and 5,000 bound periodicals
C) 150,000 books and 7,000 journals
D) 120,000 books and 4,000 journals
Answer: B) 130,000 books and 5,000 bound periodicals

282. What kind of training programs did the DLDI conduct from 1986 to 1995?
A) Long-term degree programs
B) In-service training programs for librarians and teachers
C) Online webinars
D) Research workshops
Answer: B) In-service training programs for librarians and teachers

283. What is the main objective of the National Institute of Educational Planning and Administration (NIEPA)?
A) To regulate educational institutions
B) To promote regional cooperation and international understanding in human resource development
C) To manage public libraries
D) To evaluate educational software
Answer: B) To promote regional cooperation and international understanding in human resource development

284. When was NIEPA established as UNESCO's Regional Centre for Educational Planners and Administrators?
A) 1951
B) 1961
C) 1971
D) 1981
Answer: B) 1961

285. How many books does the library of NIEPA have?
A) About 30,000 books
B) About 40,000 books
C) About 60,000 books
D) About 80,000 books
Answer: C) About 60,000 books

286. What type of training programs does NIEPA organize for librarians?
A) Cooking workshops
B) Training in planning and management of libraries
C) Sports coaching
D) Art and craft sessions
Answer: B) Training in planning and management of libraries

287. Who sponsors the in-service training programs for librarians of DIETs?
A) State government
B) Private organizations
C) Department of Education, Ministry of HRD
D) NCERT
Answer: C) Department of Education, Ministry of HRD

288. What certification is issued to participants upon completing NIEPA training programs?
A) A diploma
B) A certificate signed by the Director and Librarian/Director
C) A letter of recommendation
D) No certification is provided
Answer: B) A certificate signed by the Director and Librarian/Director

289. What did the National Policy of Education (NPE) of 1986 mandate for educational functionaries?
A) To complete a PhD
B) To undergo a three-week In-service Education and Training (INSET) program at least once in five years
C) To attend international conferences
D) To publish research papers

Answer: B) To undergo a three-week In-service Education and Training (INSET) program at least once in five years

290. When was the State Council of Educational Research and Training (SCERT) founded in Delhi?
A) May 1980
B) May 1985
C) May 1988
D) May 1990
Answer: C) May 1988

291. What is one of the main objectives of the INSET programs organized by SCERT for school librarians?
A) To teach cooking skills
B) To acquaint librarians with the latest developments in information and communication technologies
C) To organize sports events
D) To promote arts and crafts
Answer: B) To acquaint librarians with the latest developments in information and communication technologies

292. Which of the following is NOT mentioned as a goal of the INSET programs for school librarians?
A) Enhance competencies to meet future challenges
B) Improve efficiency in promoting reading and information skills among students
C) Provide legal training for librarians
D) Develop the spirit of cooperation and resource sharing among libraries
Answer: C) Provide legal training for librarians

293. What role do library professionals play in the INSET programs?
A) They solely conduct the training sessions.
B) They identify needs, design course frameworks, and evaluate feedback forms.
C) They supervise school principals during the training.
D) They manage the funding for the programs.
Answer: B) They identify needs, design course frameworks, and evaluate feedback forms.

294. Which types of organizations provide training to librarians, as ?
A) Only government organizations
B) Only private institutions
C) Library and Information/Documentation Centers, Schools of Library and Information Science, and Professional Associations
D) Only international bodies
Answer: C) Library and Information/Documentation Centers, Schools of Library and Information Science, and Professional Associations

295. What is the primary focus of the training provided by SCERT to school librarians?
A) To improve sports skills
B) To update professional skills related to library procedures and techniques
C) To enhance their artistic abilities
D) To promote physical education
Answer: B) To update professional skills related to library procedures and techniques

UNIT 3

Library Governance

296. Who is the highest executive authority of a university?
A) The Registrar
B) The Vice-Chancellor
C) The Pro-Vice-Chancellor
D) The Finance Officer
Answer: B) The Vice-Chancellor

297. What can the Vice-Chancellor do regarding library matters?
A) Ignore library matters entirely
B) Delegate authority to the Pro-Vice-Chancellor/Rector
C) Remove all library staff
D) Close the library permanently
Answer: B) Delegate authority to the Pro-Vice-Chancellor/Rector

298. What is the primary purpose of an academic library?
A) To provide entertainment
B) To meet the instructional, research, and recreational needs of user groups
C) To store outdated materials

D) To serve as a meeting space
Answer: B) To meet the instructional, research, and recreational needs of user groups

299. Who may constitute their own library committees in an academic library?
A) Only the faculty
B) Only the administrative staff
C) Both faculty and students
D) Only the librarian
Answer: C) Both faculty and students

300. Why is it important for the librarian to participate in discussions with user groups?
A) To make decisions without consulting others
B) To maintain intimate contacts and contribute effectively to the library's role
C) To increase their own salary
D) To ensure library materials are not borrowed
Answer: B) To maintain intimate contacts and contribute effectively to the library's role

301. Who may be considered part of the public for an academic library?
A) Only current students
B) Families of faculty, neighborhood community, friends of the library, alumni, visiting scholars, and industrial/business houses
C) Only faculty members
D) None of the above
Answer: B) Families of faculty, neighborhood community, friends of the library, alumni, visiting scholars, and industrial/business houses

302. In a developing country like India, what role do academic libraries often play for the community?
A) They are considered unnecessary.
B) They may be the last resort for information and resources due to poorly stocked public libraries.
C) They serve only faculty members.
D) They focus solely on digital resources.
Answer: B) They may be the last resort for information and resources due to poorly stocked public libraries.

303. What is the primary role of the Library Governing Body?
A) To handle all daily operations of the library
B) To govern, make policy, and manage the library
C) To serve as a buffer between the library authority and users
D) To conduct research on library management
Answer: B) To govern, make policy, and manage the library

304. Which of the following is NOT a name commonly used for a library governing body?
A) Library Committee
B) Library Board
C) Library Management Team
D) Library Trustees
Answer: C) Library Management Team

305. What is one of the key functions of a library committee?
A) To oversee all day-to-day library operations
B) To formulate library policies and objectives
C) To restrict access to library materials
D) To design library furniture
Answer: B) To formulate library policies and objectives

306. According to Wilson and Tauber, the library committee should primarily serve in what capacity?
A) Administrative and executive
B) Informative and advisory
C) Budgetary and financial
D) Technical and operational
Answer: B) Informative and advisory

307. What is one of the responsibilities of a library governing body?
A) Conducting classes for users
B) Selecting proper books and periodicals relevant to the user community
C) Managing the library’s daily operations
D) Organizing events for community outreach
Answer: B) Selecting proper books and periodicals relevant to the user community

308. How does the governing body help the librarian?
A) By making all library decisions independently
B) By providing financial resources directly to the users
C) By supporting the librarian in defending important decisions
D) By ignoring the librarian’s requests
Answer: C) By supporting the librarian in defending important decisions

309. Which of the following is a power of the library governing body?
A) To conduct library classes
B) To formulate library policies and objectives
C) To manage user complaints directly
D) To restrict all library access
Answer: B) To formulate library policies and objectives

310. What should the library committee ideally restrict itself to?
A) Specific applications and day-to-day management
B) General policy and not specific applications
C) Handling all user queries
D) Managing external relationships with vendors
Answer: B) General policy and not specific applications

311. What is one of the functions of a library governing body regarding finances?
A) To deny all purchase requests
B) To oversee budget estimates and approve expenditures
C) To independently manage all financial aspects without oversight
D) To prepare tax returns for the library
Answer: B) To oversee budget estimates and approve expenditures

Library authorities in the context of the development of academic libraries:

Category	Powers Retained by Library Authorities
Financial Management	- Provision of financial assistance - Levying or increasing library tax, rates, fees, or charges for services
Staff Management	- Sanctioning of new posts - Appointment, suspension, and dismissal of senior library staff - Matters regarding status, salary scales, and service conditions of library staff - Deputation of library staff for training, workshops, conferences, and seminars
Infrastructure Development	- Planning, designing, and expenditure for new library buildings - Renovation or extension of existing buildings - Setting up of new units, branches, or service stations
Collaboration and Networking	- Participation in resource sharing, networking, or cooperative ventures with other libraries or agencies
Financial Resources	- Raising loans from banks, public, or private agencies

312. What is one power typically retained by library authorities that is not passed on to the Library Committee?
A) Selection of library books
B) Appointment, suspension, and dismissal of senior library staff
C) Conducting user training sessions
D) Marketing library services
Answer: B) Appointment, suspension, and dismissal of senior library staff

313. Which of the following is a function of library authorities?
A) Managing day-to-day library operations
B) Planning and designing new library buildings
C) Conducting library classes
D) Collecting fines from users
Answer: B) Planning and designing new library buildings

314. What is the primary role of an Executive Committee in a library?
A) To report every action to the library authority
B) To act independently within the framework of prescribed policies
C) To manage the financial accounts of the library
D) To oversee the maintenance of library facilities
Answer: B) To act independently within the framework of prescribed policies

315. How does a Self-Perpetuation Committee derive its powers?
A) Through decisions made by the library staff
B) From the provisions of a statute

C) By the library authority's approval
D) Through user feedback
Answer: B) From the provisions of a statute

316. What characterizes a Reporting Committee?
A) It has no decision-making power and only makes recommendations
B) Its decisions need confirmation from the library authority
C) It can decide policies within certain limits without needing confirmation
D) It is responsible for managing library finances
Answer: C) It can decide policies within certain limits without needing confirmation

317. Which committee is described as having no real power and can only make recommendations?
A) Executive Committee
B) Self-Perpetuation Committee
C) Recommending Committee
D) Ad-hoc Committee
Answer: C) Recommending Committee

318. What is the main purpose of an Ad-hoc Committee?
A) To perform ongoing tasks
B) To handle specific jobs for a particular time
C) To make long-term decisions for the library
D) To manage library finances
Answer: B) To handle specific jobs for a particular time

319. What is the function of Sub-Committees in library management?
A) To manage the entire library budget
B) To expedite decision-making and avoid lengthy discussions
C) To oversee user feedback and complaints
D) To control the library's marketing strategy
Answer: B) To expedite decision-making and avoid lengthy discussions

320. Why are sub-committees appointed in library management?
A) To take over the duties of the main committee
B) To focus on specific problems like book selection and maintenance
C) To manage all financial decisions of the library
D) To represent the library in community events
Answer: B) To focus on specific problems like book selection and maintenance

Different types of library committees found in academic libraries, detailing their names, functions, and characteristics:

Committee Type	Description
Executive Committee	- Holds delegated powers and operates independently within prescribed policies. - Can appoint sub-committees for specific functions. - Sometimes referred to as the Management Committee.
Self-Perpetuation Committee	- Established under statutory provisions with defined constitution, powers, and functions. - Has final authority to control and manage the library.
Reporting Committee	- Operates within set limits to decide policies. - Actions within limits do not require confirmation from the authority; they are merely reported.
Recommending Committee	- Lacks real power; can only make recommendations. - It is up to the authority to accept and act on these recommendations.
Ad-hoc Committee	- Formed for specific tasks within a designated time frame. - Independent in nature and capable of making quick decisions.
Sub-Committee	- Comprises a few knowledgeable members to assist in management tasks. - Aims to expedite decision-making and

	minimize lengthy discussions. - Reports are submitted to the main library committee for review and decisions.

321. Who typically acts as the Secretary of a library committee?
A) The librarian
B) The Chairman
C) A nominated member
D) The Vice-Chancellor
Answer: A) The librarian

322. In most Indian universities, who usually serves as the Chairman of the Library Committee?
A) The Principal
B) The Head of the Department
C) The Vice-Chancellor
D) The senior faculty member
Answer: C) The Vice-Chancellor

323. What is the typical duration for which persons are nominated to a library committee?
A) One year
B) Two to three years
C) Four to five years
D) Indefinitely
Answer: B) Two to three years

324. What are library resources?
A) Only reading materials
B) Any tangible or intangible object that enhances the utility of its inheritor
C) Only human resources in the library
D) Only funding sources for the library
Answer: B) Any tangible or intangible object that enhances the utility of its inheritor

325. Which of the following is NOT considered a library resource?
A) Reading material
B) Building, furniture, and equipment
C) The librarian's personal collection
D) Status and goodwill of the library
Answer: C) The librarian's personal collection

326. How are library collections typically built?
A) Only through purchases
B) Through donations and gifts only
C) Through purchase, exchange of publications, or gifts
D) By user contributions
Answer: C) Through purchase, exchange of publications, or gifts

327. What primarily determines the collections and services of an academic library?
A) The size of the library building
B) The funding at its disposal
C) The number of staff employed
D) The amount of user participation
Answer: B) The funding at its disposal

328. Which resource is considered the greatest asset of any library?
A) The building and equipment
B) The collection of books
C) The staff
D) The funding
Answer: C) The staff

329. How can the status and goodwill of a library be described?
A) Measurable only in terms of the collection size
B) Built over time through various resources and efforts
C) Irrelevant to the library's operations
D) Determined solely by the library's funding
Answer: B) Built over time through various resources and efforts

330. What is an essential characteristic of a library building to enhance its usability?
A) It must be small and cozy
B) It should be located in a busy street
C) It should be capacious, lighted, and airy
D) It should have only basic furniture
Answer: C) It should be capacious, lighted, and airy

331. Which of the following is NOT mentioned as a significant role of libraries in their promotional endeavors?
A) Paternal Role
B) Philanthropic Role
C) Entrepreneurial Role
D) Incremental Role
Answer: C) Entrepreneurial Role

332. What is included in the paternal role of library authorities?
A) Managing library staff only

B) Creating, launching, funding, and monitoring libraries
C) Organizing community events
D) Developing library software
Answer: B) Creating, launching, funding, and monitoring libraries

333. Who primarily decides the educational policy that includes library policy in India?
A) Local community leaders
B) The Planning Commission
C) Parliament and state legislative assemblies
D) University librarians
Answer: C) Parliament and state legislative assemblies

334. What role does the University Grants Commission (UGC) play in relation to academic libraries?
A) It conducts research on library services
B) It monitors and allocates grants for library development
C) It develops library software
D) It organizes library conferences
Answer: B) It monitors and allocates grants for library development

335. How much funding was allocated to each of the 9 Central universities in India by the UGC for library development in early 1994?
A) Rs. 1 crore
B) Rs. 2 crores
C) Rs. 5 crores
D) Rs. 10 crores
Answer: B) Rs. 2 crores

336. What type of policy does the Planning Commission and Ministry of Human Resource Development follow regarding academic libraries?
A) Restrictive policy
B) Liberal policy
C) Inflexible policy
D) Mandatory policy
Answer: B) Liberal policy

337. What is a key responsibility of legislative bodies concerning libraries?
A) To manage day-to-day operations
B) To create awareness about the library's financial needs
C) To select library staff
D) To organize library events
Answer: B) To create awareness about the library's financial needs

338. Which of the following reflects the relationship between library policy and educational policy in India?
A) Library policy is independent of educational policy.
B) Library policy is a corollary of educational policy.
C) Library policy supersedes educational policy.
D) Educational policy is secondary to library policy.
Answer: B) Library policy is a corollary of educational policy.

339. How does the UGC exercise its monitoring right in the allocation of library grants?
A) By providing funds without guidelines
B) By issuing clear guidelines for spending on separate library heads
C) By randomly selecting universities for funding
D) By consulting community members
Answer: B) By issuing clear guidelines for spending on separate library heads

340. What is the primary focus of library authorities in their paternal role?
A) Creating partnerships with private libraries
B) Addressing community needs and awareness
C) Developing new technologies for libraries
D) Conducting research on library usage
Answer: B) Addressing community needs and awareness

Philanthropic Role *and* ***Friendly Role*** *in the context of academic libraries:*

Role	Description	Examples
Philanthropic Role	- Recognizes the importance of donations and support for library development and maintenance. - Emphasizes the tradition of daana	- Libraries like Banaras Hindu University (Gaekwad Library) and Delhi School of Economics (Rattan Tata Library) benefit from private endowments

	(donation) in India, which should be embraced.	and donations. - The Jawaharlal Nehru University Library has received notable collections through donations.
	- Donations can be monetary or in kind, including books, furniture, and equipment. - Benefactors can include casual visitors, scholars, alumni, and businesses.	- A foreign painter gifted a water painting to a Central University Library in Delhi. - Libraries benefit from various types of donations, enhancing their resources and infrastructure.
Friendly Role	- Similar to philanthropy, but focuses on symbolic support rather than substantial transfers. - Friends of the Library actively advocate for and support the library's needs.	- A Friend of the Library may solicit funds, offer services, and promote public relations for the library. - There is a lack of formal Friends of the Library institutions in India.
	- Emphasizes community engagement and loyalty, leading to a supportive network for	- The absence of a strong community support system means libraries struggle to create a loyal
	the library. - Requires sustained investment and attention to the community's information needs.	base of Friends. - Academic libraries need to enhance service satisfaction to foster Friend relationships.

341. What is the primary focus of the International Federation of Library Associations (IFLA)?
A) Managing library budgets
B) Addressing issues concerning libraries with national governments and international organizations
C) Providing technical support for library systems
D) Organizing local library events
Answer: B) Addressing issues concerning libraries with national governments and international organizations

342. What significant event related to IFLA occurred in New Delhi in 1992?
A) The establishment of new library regulations
B) A conference that provided an impetus to the library profession in India
C) The launch of a new library management software
D) The founding of the Indian Library Association
Answer: B) A conference that provided an impetus to the library profession in India

343. , how are the results of IFLA's efforts described?
A) Immediate but insignificant
B) Slow but substantive
C) Rapid and extensive
D) Minimal and unimportant
Answer: B) Slow but substantive

345. Who edited the book "Library Development: A Future Imperative"?
A) Ray Prytherch
B) Dwight F. Burlingame
C) K.S. Hingwe
D) Baman Parida
Answer: B) Dwight F. Burlingame

346. What topic does the book "The University Library: The Organization, Administration

and Functions of Academic Libraries" primarily cover?
A) The financial aspects of libraries
B) The organization, administration, and functions of academic libraries
C) The history of library development
D) Library technology trends
Answer: B) The organization, administration, and functions of academic libraries

347. In which city was the IFLA conference held in 1992?
A) Mumbai
B) Kolkata
C) New Delhi
D) Bangalore
Answer: C) New Delhi

348. What is the significance of the IFLA conference?
A) It led to the development of new library software.
B) It provided an unparalleled impetus to the library profession in India.
C) It introduced new library tax regulations.
D) It was the first conference of IFLA ever held.
Answer: B) It provided an unparalleled impetus to the library profession in India.

349. Which publication discusses the management of university libraries in India?
A) Fundamentals of Library Management
B) Managing University Libraries
C) Academic Library by the Year 2000
D) Harrod's Librarians' Glossary
Answer: B) Managing University Libraries

350. What can be inferred about the impact of the IFLA conference in 1992?
A) Its impact was short-lived and unimportant.
B) Its results will be felt for a long time to come.
C) It primarily focused on technical library issues.
D) It did not have any significant outcomes.
Answer: B) Its results will be felt for a long time to come.

UNIT 4

Academic Libraries Services

351. According to Peter Drucker, which of the following is NOT one of the operations of a manager?
A) Setting objectives
B) Organizing
C) Conducting research
D) Motivating and communicating
Answer: C) Conducting research

352. Which two categories of Peter Drucker's management principles directly relate to the user community in library service?
A) Setting objectives and measuring
B) Motivating and communicating, and developing people
C) Organizing and measuring
D) Setting objectives and developing people
Answer: B) Motivating and communicating, and developing people

353. What is the 'Hawthorne effect' ?
A) A financial strategy for libraries
B) The effect of making people feel special
C) A method for cataloging library resources
D) A psychological theory about stress
Answer: B) The effect of making people feel special

354. Why is user perception crucial for the effectiveness of library services?
A) It determines the funding received by the library.
B) It influences how well the library is organized.
C) It affects users' willingness to utilize library services.
D) It is not significant in academic institutions.
Answer: C) It affects users' willingness to utilize library services.

355. What are the three types of inquiries ?
A) Analytical, directional, and biological
B) Factual, directional, and biological
C) Subject, document, and factual
D) Biological, factual, and directional
Answer: D) Biological, factual, and directional

356. What is the first step in the inquiry process ?
A) Information search
B) Document search
C) Inquiry
D) Collection development
Answer: C) Inquiry

357. What does the term 'collection development policies' refer to?
A) The budget allocation for library services
B) The guidelines for selecting and managing library resources
C) The physical arrangement of library materials
D) The communication strategies with users
Answer: B) The guidelines for selecting and managing library resources

358. What type of searches can inquiries lead to?
A) Creative and technical searches
B) Subject searches and document searches
C) Online and offline searches
D) Experimental and theoretical searches
Answer: B) Subject searches and document searches

359. , what is essential for effective library service?
A) A large collection of rare books
B) Matching the document with the content of the inquiry
C) A well-designed library building
D) High-tech library management software
Answer: B) Matching the document with the content of the inquiry

360. What techniques are mentioned for ensuring effective utilization of library services?
A) User experience design and social media marketing
B) Bibliometric, citation, and user studies
C) Database management and archival techniques
D) Financial audits and performance reviews
Answer: B) Bibliometric, citation, and user studies

361. What is the second step in the taxonomy of library service?
A) Becoming informed
B) Retrieval
C) Demand
D) Allocation of resources
Answer: B) Retrieval

362. What does the 'reference interview' aim to achieve?
A) To evaluate library resources
B) To transform ordinary language into the language of the retrieval system
C) To assess user satisfaction
D) To organize library collections
Answer: B) To transform ordinary language into the language of the retrieval system

363. , what is a significant challenge users face regarding retrieval systems?
A) Overabundance of information
B) Insufficient understanding of the organization of the retrieval system
C) Lack of technological resources
D) Excessive technical jargon
Answer: B) Insufficient understanding of the organization of the retrieval system

364. What psychological barriers are identified as hindrances to becoming informed?
A) Limited personal knowledge and cognitive skills
B) High levels of education
C) Access to technology
D) Social support
Answer: A) Limited personal knowledge and cognitive skills

365. What does the term 'demand' refer to in the context of library service?
A) The number of resources available in the library
B) The user's need for library services
C) The cost of library materials
D) The quantity of users visiting the library
Answer: B) The user's need for library services

366. Which of the following is NOT a type of need identified in library literature?
A) Recognized but unused needs
B) Unsuccessful attempts to use a library service
C) Exaggerated wants for library services
D) Satisfied demand from library use
Answer: C) Exaggerated wants for library services

367. , which two categories of demand relate to actual library service use?
A) Recognized needs and exaggerated wants
B) Unrecognized needs and satisfied demand
C) Unsuccessful attempts and satisfied demand
D) Needs and desires
Answer: C) Unsuccessful attempts and satisfied demand

368. What has added a new dimension to the demand for library services ?
A) Decreased library funding
B) Increased costs and induction of information technology
C) Greater public interest in libraries
D) Improved library facilities
Answer: B) Increased costs and induction of information technology

369. What is the focus of concern regarding the allocation of resources in library services?
A) The librarians' role in resource allocation
B) The separation of resource allocation from their use
C) The technology used for resource management
D) User satisfaction with resource availability
Answer: B) The separation of resource allocation from their use

370. What is emphasized as important for the future of library service?
A) Traditional library practices
B) The cost of library materials
C) An integrated view of library service and conceptual frameworks
D) Increased funding from governmental sources
Answer: C) An integrated view of library service and conceptual frameworks

Library Services and Its Users as a System:

Concept	Description
Functions of Library Service	Library services should perform four key functions: 1. **Information** 2. **Instruction** 3. **Guidance** 4. **Stimulation**
Ranganathan's Definition	- Reference service defined as "the process of establishing contact between reader and book by personal service." - Focuses primarily on **Information** and **Guidance** but neglects **Instruction**.
Critique of Ranganathan's Perspective	- The definition reflects a one-sided view of library services, positioning users as passive recipients. - It fails to recognize the need for a balanced interaction between librarians and users.
Balanced System Approach	- Library services should be viewed as a system with interacting components, where both librarians and users have active roles. - **Instruction** should be emphasized alongside reference services.
User Empowerment	- Incorporating instruction empowers users, promoting an independent and proactive engagement with library resources. - Encourages dialogue and interaction between librarians and users.
Achieving Objectives	- A balanced interaction between reference librarians and users leads to positive outcomes. - The library service system functions effectively when all parts are engaged in achieving common goals.

371. According to S.R. Ranganathan, what is the primary function of reference service?
A) To provide educational resources
B) To establish effective contacts between the reader and the document
C) To manage library collections
D) To conduct research studies
Answer: B) To establish effective contacts between the reader and the document

372. How does Ranganathan categorize reference service?
A) By the type of materials used

B) By the duration of service
C) By the level of user education
D) By the number of librarians involved
Answer: B) By the duration of service

373. Which of the following is NOT one of the four categories of reference service mentioned?
A) Initiation
B) Directional instruction
C) Digital reference service
D) Long-range reference service
Answer: C) Digital reference service

374. What basic difference is highlighted between ready-reference and long-range reference service?
A) The availability of digital resources
B) The training required for librarians
C) The time involved, material used, and nature of information sought
D) The age of the library resources
Answer: C) The time involved, material used, and nature of information sought

375. What fundamental contradiction exists between reference service and user education, ?
A) Reference service is more cost-effective than user education.
B) Reference service is subjective, while user education has objective connotations.
C) User education is less important than reference service.
D) Reference service requires more time than user education.
Answer: B) Reference service is subjective, while user education has objective connotations.

376. What has contributed to the renewed interest in reference service since Ranganathan's time?
A) The decline in library usage
B) The emergence of new librarianship theories
C) The recognition of interrogative approaches and information technology
D) Increased funding for libraries
Answer: C) The recognition of interrogative approaches and information technology

377. What is the primary focus of the reference process?
A) Acquisition of new resources
B) Interaction between users and reference librarians
C) Cataloging library materials
D) Conducting library assessments
Answer: B) Interaction between users and reference librarians

378. Which step in the reference process involves the user formulating their inquiry?
A) User has a problem
B) Puts initial query
C) Formulates enquiry in reference interview
D) Conducts search
Answer: C) Formulates enquiry in reference interview

379. What role does the information worker play in the reference process?
A) To collect fines from users
B) To select source types and conduct literature searches
C) To enforce library rules
D) To manage the library's budget
Answer: B) To select source types and conduct literature searches

380. , how many steps are identified in the reference process?
A) 10 steps
B) 12 steps
C) 15 steps
D) 20 steps
Answer: C) 15 steps

1. User has a problem
2. Recognizes a need for information
3. Puts initial query
4. Formulates inquiry in the reference interview
5. Information worker selects source type(s)
6. Selects specific source(s)
7. Selects path
8. Translates inquiry statement into the language of source(s)
9. Selects points of entry
10. Conducts search
11. Appraises and modifies search strategy
12. Selects answer
13. Makes response
14. Evaluates response
15. Records

The concept of **Reference Work** in library services:

Concept	Description
Definition by Ranganathan	- Reference service is defined as the establishment of effective contacts between the reader and the document through the mediation of a reference librarian. - Two categories: long-range and short-range reference service.
Categories of Reference Service	- Four categories identified: 1. **Initiation** 2. **Directional Instruction** (general help to the reader) 3. **Ready-Reference Service** 4. **Long-Range Reference Service**
Demarcation between Services	- Ranganathan emphasized the distinction between ready-reference and long-range reference services based on: 1. Time involved 2. Material used 3. Nature of information sought
Informational vs. Instructional	- Ranganathan touched on the distinction between informational and instructional functions of reference service, though he did not pursue it further. - Noted contradiction between subjective reference service and objective user education.
Development of Reference Service	- Reference service has evolved significantly since Ranganathan's time, with increased interest due to: 1. Recognition of interrogative approaches in library and information science 2. Construction of conceptual frameworks 3. Technological advancements
Reference Process	- Interaction between users and reference librarians involves several steps, often referred to as the reference interview and the search process.
Steps of the Reference Process	1. User has a problem 2. Recognizes a need for information 3. Puts initial query 4. Formulates inquiry in the reference interview 5. Information worker selects source type(s) 6. Selects specific source(s) 7. Selects path 8. Translates inquiry statement into the language of source(s) 9. Selects points of entry 10. Conducts search 11. Appraises and modifies search strategy 12. Selects answer 13. Makes response 14. Evaluates response 15. Records

User Education *in library services:*

Concept	Description
User Education vs. Library Service	- Superficially viewed as an antithesis, but they are actually interrelated. - Library service implies dependence, while user education emphasizes independence, yet both coexist as a continuum.

Dialectical Relationship	- A synthesis emerges from the contradiction between user education and library service. - User education fosters independence while reflecting the traditional values of library service.
Philosophy of User Education	- Major assumptions: a) Existence of a mind that plays a significant role in learning. b) Mind has a cognitive structure with capabilities and limitations. c) Cognitive structure precedes experience. d) Mind's function is abstraction.
Cognitive Processes	- Cognitive processes transform learners into self-learners and independent thinkers. - Independent study becomes the highest objective of user education, promoting problem-solving skills and mastery of information.
Lewis Shores and Library College	- Shares emphasized the importance of library centers in enhancing student learning. - The concept of a Library College focuses on effective learning and independent study with expert guidance.
Model of User Education	- Best understood through logical stages: 1) **Orientation** 2) **Bibliographic Instruction** 3) **Profiling**
Orientation	- The most common method for imparting user education, particularly in undergraduate colleges. - Aimed at familiarizing students with library organization and techniques, especially during admission to new courses.
Example: University of Texas	- Conducts formal library orientation for 10,000 freshmen annually, involving printed guides, class materials, and evaluation of the program. - Initial library visit includes a self-guided tour.
Methods of Orientation	- Varies by library type and user needs; methods include: 1) **Direct Methods**: lectures, guided tours, individual help, practical exercises, tutorials/seminars. 2) **Indirect Methods**: films, videos, tapes, printed guides, self-instruction.
User Education in India	- Formal user education is still developing, with orientation as the initial step. - Bibliographic instruction and profiling follow as logical extensions. - User education is an economical and effective method of imparting library service.

381. What is the primary goal of bibliographic instruction, according to Patricia B. Knapp?
A) To enhance library collections
B) To guide students in developing a sophisticated understanding of the library
C) To increase the number of library users
D) To teach librarians about user needs
Answer: B) To guide students in developing a sophisticated understanding of the library

382. Which of the following features is NOT associated with the bibliographic instruction program at Earlham College?
A) Course-related
B) Self-paced learning
C) Demonstrated
D) Graduated
Answer: B) Self-paced learning

383. How long does the formal bibliographic instruction course at Earlham College extend for undergraduate students?
A) One year
B) Two years
C) Four years
D) Three years
Answer: B) Two years

384. What is one of the six components of the bibliographic instruction course for biological students at Earlham College?
A) Digital libraries
B) General type of reference books
C) User experience design
D) Library management systems
Answer: B) General type of reference books

385. How can bibliographic instruction benefit students, especially in developing countries like India?
A) By increasing the library's budget
B) By enabling self-service and reducing reliance on reference staff
C) By promoting digital resources exclusively
D) By limiting access to information
Answer: B) By enabling self-service and reducing reliance on reference staff

386. What is the logical extension of bibliographic instruction, as ?
A) Orientation
B) Profiling
C) Cataloging
D) Collection development
Answer: B) Profiling

387. What does profiling involve in the context of user education?
A) Providing users with pre-defined search results
B) Creating individual or group information needs profiles
C) Managing library budgets and funding
D) Enforcing library policies
Answer: B) Creating individual or group information needs profiles

388. In the experiment at Jawaharlal Nehru University, what was the outcome of the Group Readers' profile?
A) The library resources were underutilized.
B) The University Library effectively responded to the modulated information needs of students.
C) Students showed no interest in the profiling process.
D) The experiment did not yield any significant results.
Answer: B) The University Library effectively responded to the modulated information needs of students.

389. Which of the following steps is NOT part of the methodology for profile designing?
A) Drawing concept maps
B) Coding profile terms
C) Conducting surveys
D) Preparation of profile sheets
Answer: C) Conducting surveys

390. How is the profiling example at the Indian Institute of Science?
A) It is a temporary initiative.
B) It is a well-documented SDI service for faculty and researchers.
C) It is focused solely on undergraduate students.
D) It is not regularly evaluated.
Answer: B) It is a well-documented SDI service for faculty and researchers.

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391. What are the three types of institutional constraints ?
A) Physical, technological, and financial
B) Physical, organizational, and attitudinal
C) Environmental, structural, and procedural
D) Operational, managerial, and logistical
Answer: B) Physical, organizational, and attitudinal

392. Which of the following is considered a physical constraint to library service?
A) Staff training
B) Library bureaucracy
C) Size of the library building
D) User attitudes
Answer: C) Size of the library building

393. What is a proposed solution to overcome the constraints of physical barriers in library services?
A) Increasing the number of library staff
B) Implementing an outreach program
C) Reducing library hours
D) Focusing solely on digital resources

Answer: B) Implementing an outreach program

394. How can the internal organization of library spaces enhance user service?
A) By minimizing staff presence in the library
B) By reflecting a user-oriented approach
C) By creating more formal spaces for staff only
D) By increasing security measures
Answer: B) By reflecting a user-oriented approach

395. What is the purpose of the new concept of sign systems in libraries?
A) To restrict access to certain areas
B) To rationalize traffic patterns and guide users
C) To display library rules and regulations
D) To enhance the physical appearance of the library
Answer: B) To rationalize traffic patterns and guide users

396. Which approach is emphasized to break down barriers in library services?
A) A technology-driven approach
B) A managerial approach focusing on problem-solving
C) A traditional bureaucratic approach
D) A purely administrative approach
Answer: B) A managerial approach focusing on problem-solving

397. What is indicated as a limitation of library workers in relation to constraints in service?
A) Their familiarity with technology
B) Their limited training and approach
C) Their extensive experience in the field
D) Their understanding of user needs
Answer: B) Their limited training and approach

398. What may be required to address old problems in library service ?
A) Ignoring the past and focusing on future technologies
B) Recognition of the need for drastic organizational changes
C) Increasing the number of resources available
D) Decreasing the emphasis on user feedback
Answer: B) Recognition of the need for drastic organizational changes

399. What is the impact of 'the mind set' projected by the profession's establishment on library services?
A) It encourages innovation and change.
B) It may inhibit fresh approaches and adaptations.
C) It enhances collaboration among library workers.
D) It leads to better training programs for staff.
Answer: B) It may inhibit fresh approaches and adaptations.

400. What overall strategy is suggested for improving library services in light of constraints?
A) Maintaining current structures without change
B) Focusing exclusively on digital library initiatives
C) Emphasizing innovative problem-solving and fresh perspectives
D) Relying on user feedback without implementing changes
Answer: C) Emphasizing innovative problem-solving and fresh perspectives.

401. What is the primary purpose of evaluating library services ?
A) To increase the number of resources available
B) To identify information needs and provide satisfaction to users
C) To measure staff performance in the library
D) To enhance the library's physical infrastructure
Answer: B) To identify information needs and provide satisfaction to users

402. Which model is for evaluating library services?
A) The customer satisfaction model
B) The input-process-output model
C) The SWOT analysis model
D) The performance measurement model
Answer: B) The input-process-output model

403. In the context of the input-process-output model, what does 'input' refer to?
A) The outcome of the library services
B) The information needs of users
C) The search strategies employed
D) The resources available in the library
Answer: B) The information needs of users

404. What are the basic components of the system model ?
A) Problem, solution, and feedback
B) Input, process, and output
C) Needs assessment, resource allocation, and service delivery
D) User feedback, staff training, and resource management
Answer: B) Input, process, and output

405. How is the 'problem' defined in the context of the evaluation model?
A) A situation that needs to be improved
B) An irrelevant factor in library service
C) A guideline for staff training
D) The physical layout of the library
Answer: A) A situation that needs to be improved

406. What is the role of the 'problem solving process' in the input-process-output model?
A) To create a better physical environment for users
B) To analyze the existing situation and determine information needs
C) To provide resources to library staff
D) To eliminate user feedback
Answer: B) To analyze the existing situation and determine information needs

407. What does the 'output' represent in the evaluation of library services?
A) The resources used during the search
B) The solutions and information needs fulfilled
C) The number of users accessing library services
D) The strategies implemented for user satisfaction
Answer: B) The solutions and information needs fulfilled

408. , what is considered the highest ideal to be achieved by library service?
A) Increased funding for library resources
B) Information satisfaction for users
C) Enhanced staff performance
D) Greater physical space in libraries
Answer: B) Information satisfaction for users

409. How can the input-process-output model be applied ?
A) Only to reference librarians
B) Only to self-service profiling
C) To all kinds of library service situations
D) Exclusively to digital resources
Answer: C) To all kinds of library service situations

410. What is the significance of viewing library service as a model of information needs?
A) It emphasizes the importance of technology in libraries.
B) It focuses on the administrative aspects of library management.
C) It highlights the resolution of information needs and user satisfaction.
D) It reduces the need for user engagement in library services.
Answer: C) It highlights the resolution of information needs and user satisfaction.

UNIT 5

Financial management of academic libraries

411. What is the primary concern of financial management ?
A) Increasing library user membership
B) Managing financial operations of an organization
C) Improving library physical infrastructure
D) Enhancing the library's collection of resources
Answer: B) Managing financial operations of an organization

412. Which of the following responsibilities does the library have regarding financial management?
A) Conducting library training sessions
B) Preparing reports about financial operations
C) Purchasing non-library related equipment
D) Marketing library services to other institutions
Answer: B) Preparing reports about financial operations

413. What has modern financial management emphasized in recent years?
A) Reduction of library staff
B) Wise utilization of funds and decision-making
C) Increased funding from external sources
D) Expansion of physical library space
Answer: B) Wise utilization of funds and decision-making

414. How is a library generally classified in terms of profit status?
A) For-profit organization
B) Non-profit organization
C) Government organization
D) Corporate entity
Answer: B) Non-profit organization

415. What is a key characteristic of a non-profit organization like a library?
A) It charges high fees for its services.
B) It aims to generate profits for shareholders.
C) It provides goods or services at little or no cost.
D) It focuses solely on digital resources.
Answer: C) It provides goods or services at little or no cost.

416. What does the scope of financial management involve ?
A) Only marketing and promotion of library services
B) Planning and controlling financial resources
C) Managing staff and volunteers in the library
D) Conducting research on user satisfaction
Answer: B) Planning and controlling financial resources

417. Which guideline emphasizes avoiding unnecessary expenditure in academic libraries?
A) Easy and Simple Methods
B) Economy in Financial Matters
C) Timetable for Operations
D) Flexibility in the Framework
Answer: B) Economy in Financial Matters

418. What principle stresses the need for optimal utilization of resources?
A) Simplicity of Procedures
B) Flexibility in the Framework
C) Easy and Simple Methods
D) Adherence to Statutory Rules
Answer: C) Easy and Simple Methods

419. , why should financial management procedures be simple?
A) To encourage more complex financial planning
B) To promote user engagement in financial matters
C) To ensure economy and efficiency of operations
D) To reduce the need for budget preparation
Answer: C) To ensure economy and efficiency of operations

420. What suggest about the time table for financial operations?
A) It should be created at the end of the financial year.
B) It must be based on past experiences and future needs.
C) It is optional and not essential for effective management.
D) It should focus only on budget preparation.
Answer: B) It must be based on past experiences and future needs.

421. What is the significance of flexibility in financial management ?
A) It allows strict adherence to existing rules without exceptions.
B) It enables adjustments based on changing circumstances.
C) It minimizes the need for planning in financial operations.
D) It promotes unnecessary complexity in procedures.
Answer: B) It enables adjustments based on changing circumstances.

422. Why is adherence to statutory rules and procedures important in financial management?
A) It allows libraries to avoid budget preparation.
B) It ensures compliance with legal and institutional requirements.
C) It promotes unrestricted spending of library funds.
D) It simplifies financial reporting processes.
Answer: B) It ensures compliance with legal and institutional requirements.

***Sources of Library Revenue**:*

Source of Revenue	Description
Grants from Foundations or Agencies	- Useful revenue source; examples include: - **Wheat Loan Programme**: India received $1,700,000 (1954-1962) for purchasing American books and librarian exchanges. - **University of Delhi**:

	Received $351,000 (1967-68) from Ford Foundation for library purposes and additional funds from the Rockefeller Foundation for library science training and materials.
Endowments	- A permanent source of support through cash or property endowments. - Rare in India; Indian libraries have lagged behind in establishing endowments for long-term financial support.
Donations	- Gifts in cash or kind (e.g., books from individuals or organizations). - Donations to Indian academic libraries are infrequent and not considered a reliable financial source.
Fees and Fines from Readers	- Libraries charge fees for usage, e.g., University of Delhi charges Rs.3 per annum for post-graduate students and a Library Development fee of Rs.180 from 1994-95. - Fines are imposed on late returns or loss/misuse of books but are typically low (e.g., 25 paise per day) and not a significant income source.
Charges for Services	- Fees for specific services such as reprographic services (Xerox, microfilming), interlibrary loans, and translations. - Increasing use of information technology leads to higher service costs, prompting libraries to charge for these services.
Miscellaneous Sources	- **Sale of Library Publications**: Libraries may publish bibliographies, indexing services, and periodicals. An active library can generate revenue through a robust publication program. - **Sale of Waste Paper**: Selling old newspapers, magazines, and documents can provide a small revenue source. - Other miscellaneous sources may exist.

423. What is a library budget primarily defined as?
A) A detailed report of library activities
B) An estimation of expected income and expenditure
C) A plan for library marketing strategies
D) A list of library resources available
Answer: B) An estimation of expected income and expenditure

424. How often is budgeting typically done for libraries?
A) Monthly
B) Quarterly
C) Bi-annually
D) Yearly
Answer: D) Yearly

425. When are budget estimates for the next financial year usually called?
A) At the beginning of the current financial year
B) At the end of the current financial year
C) During the middle of the current financial year
D) After the Library Committee meeting
Answer: C) During the middle of the current financial year

426. What is the role of the budget committee in a university library?
A) To manage library staff recruitment
B) To formulate and implement the budget
C) To conduct user satisfaction surveys
D) To organize library events and activities
Answer: B) To formulate and implement the budget

427. Who chairs the budget committee in a university library?
A) The librarian
B) The parent body representative
C) A section head
D) The budget coordinator
Answer: A) The librarian

428. What is one of the responsibilities of the librarian during the budget preparation process?
A) To ignore conflicting interests
B) To enforce strict budgeting rules
C) To resolve conflicting interests and pressures
D) To prepare financial reports for external stakeholders
Answer: C) To resolve conflicting interests and pressures

429. After approval from the Library Committee, where is the proposed budget submitted next?
A) To the library staff
B) To the university students
C) To the parent body for final approval
D) To external funding agencies
Answer: C) To the parent body for final approval

430. Which type of budget is characterized by detailed line items for each expenditure?
A) Lump sum budget
B) Line-item budget
C) Zero-based budgeting
D) Performance budget
Answer: B) Line-item budget

431. What does a lump sum budget provide?
A) Detailed accounts of each item
B) A total amount for all expenses without itemization
C) A performance evaluation of the library staff
D) A fixed budget for specific programs
Answer: B) A total amount for all expenses without itemization

432. What is the planning programming budgeting system (PPBS) primarily concerned with?
A) Simplifying budget procedures
B) Linking budgeting to program planning
C) Ensuring funds are allocated equally
D) Providing detailed line-item accounts
Answer: B) Linking budgeting to program planning

433. Which budgeting method requires justification for all expenses from the ground up each year?
A) Zero-based budgeting (ZBB)
B) Performance budgeting
C) Lump sum budgeting
D) Formula budgeting
Answer: A) Zero-based budgeting (ZBB)

Financial Estimation Methods

Method	Description	Recommended Amounts
Per Capita Method	Minimum amount per member estimated based on standard library service.	- University: Rs. 25/student, Rs. 300/teacher
		- School: Rs. 50/student, Rs. 150/teacher
	Suggested to revise amounts to at least three times due to rising costs.	
Proportional Method	Norm laid down based on total educational budget.	- University: 6.5% to 10% of educational budget
	Allocated based on the development stage of each university library.	- School: 6% of expenditure on school education

Method of Details	All items of expenditure accounted for using standards for each item.	- Books: Rs. 15/student, Rs. 200/teacher
	5% of book costs for stacking, storing, and servicing.	
	Norms fixed for initial grants to build the basic collection for newly started university libraries.	

434. What are the two important aspects of financial management in a library?
A) Cataloging and circulation
B) Budgetary planning and accounting
C) Staffing and scheduling
D) Resource acquisition and user services
Answer: B) Budgetary planning and accounting

435. Accounting in a library provides information about which of the following?
A) The economic health of the library
B) The number of books issued
C) The availability of resources
D) The library's organizational structure
Answer: A) The economic health of the library

436. Which of the following is a function enabled by accounting information for library management?
A) Cataloging new books
B) Forecasting weather patterns
C) Planning and controlling library operations
D) Organizing library events
Answer: C) Planning and controlling library operations

437. Which document provides summaries of past events and forecasts of future trends for a library?
A) Financial statements
B) Library catalogs
C) Organizational charts
D) Budget reports
Answer: A) Financial statements

438. What is cost accounting primarily concerned with in a library context?
A) Calculating staff working hours
B) Estimating the cost of services and operations
C) Developing new library software
D) Increasing the number of library visitors
Answer: B) Estimating the cost of services and operations

439. In cost accounting, what does the term 'variance' refer to?
A) The difference between a library's user visits and service costs
B) The difference between budgeted or standard costs and actual costs
C) The total number of new books acquired
D) The library's expenditure on technological resources
Answer: B) The difference between budgeted or standard costs and actual costs

440. What does historical costing involve?
A) Calculating costs before a service is offered
B) Estimating future costs based on past records
C) Calculating costs after a product or service has been completed
D) Calculating annual income based on library revenue
Answer: C) Calculating costs after a product or service has been completed

441. Which method of cost accounting allows control of expenditure during the process of creating a product or service?
A) Historical costing
B) Modern costing
C) Standard costing
D) Predictive costing
Answer: C) Standard costing

442. What is the main advantage of using standard costing in a library?
A) It simplifies the cataloging process

B) It allows for efficient control and comparison of costs
C) It reduces the number of required library staff
D) It automatically increases library funds
Answer: B) It allows for efficient control and comparison of costs

443. Which of the following statements accurately describes budgetary control in a library?
A) It is only used for staffing purposes
B) It compares the estimated and actual costs of a library
C) It is not applicable in library management
D) It is used to schedule library programs and events
Answer: B) It compares the estimated and actual costs of a library

444. How does standard costing differ from budgetary control?
A) Standard costing compares costs of cataloging with visitor frequency
B) Standard costing deals with specific products or services, while budgetary control covers overall library expenses
C) Budgetary control does not involve actual cost comparisons
D) Standard costing and budgetary control are completely unrelated
Answer: B) Standard costing deals with specific products or services, while budgetary control covers overall library expenses

445. One purpose of cost accounting in a library is to: A) Schedule staff meetings
B) Estimate expenditure for each function and service
C) Organize library events
D) Track visitor statistics
Answer: B) Estimate expenditure for each function and service

446. Which purpose of cost accounting involves determining the fees for library services or products?
A) Estimating library expenditures
B) Fixing prices to be charged for various services/products
C) Managing book acquisitions
D) Tracking visitor engagement
Answer: B) Fixing prices to be charged for various services/products

447. What are some major sources of revenue for an academic library?
A) Membership fees and merchandise sales
B) Government grants, UGC grants, and institutional budgets
C) Donations from library members only
D) Sales from library bookstores
Answer: B) Government grants, UGC grants, and institutional budgets

448. Cost accounting helps a library manager make informed decisions by: A) Tracking new technology updates
B) Measuring efficiency and comparing costs
C) Expanding the library's physical space
D) Managing employee schedules
Answer: B) Measuring efficiency and comparing costs

449. What is the main purpose of cost-effectiveness analysis in library management?
A) To increase library membership
B) To compare the cost of services to measure efficiency
C) To plan library events
D) To promote library services on social media
Answer: B) To compare the cost of services to measure efficiency

450. Cost-benefit analysis in a library is used when:
A) The monetary value of a service is compared with its cost
B) Staff schedules need to be optimized
C) New library software is introduced
D) Organizing a library event
Answer: A) The monetary value of a service is compared with its cost

451. Vickery's approach to performance assessment includes which of the following?
A) Visitor satisfaction, circulation rates, and staff productivity
B) Economic efficiency, system effectiveness, and system value
C) Book acquisition speed, cataloging accuracy, and service timing
D) Funding sources, financial audits, and technology advancements

Answer: B) Economic efficiency, system effectiveness, and system value

452. In the context of Vickery's assessment, which statement defines 'system effectiveness'?
A) The degree to which a system minimizes costs
B) The degree to which a system achieves its stated objectives
C) The overall cost of a library service
D) The speed of service delivery in the library
Answer: B) The degree to which a system achieves its stated objectives

453. Which type of analysis combines economic efficiency and system effectiveness to evaluate a library's performance?
A) Financial forecasting
B) Cost-effectiveness analysis
C) Resource utilization tracking
D) Inventory management
Answer: B) Cost-effectiveness analysis

454. The purpose of cost-benefit analysis in a library is to: A) Decide on new book acquisitions
B) Compare the financial value of a service with its cost
C) Determine staff performance standards
D) Plan library renovation projects
Answer: B) Compare the financial value of a service with its cost

455. Which aspect of cost accounting ensures optimal use of a library's resources?
A) Tracking user behavior
B) Organizing fundraising events
C) Ensuring optimal utilization of resources
D) Increasing membership fees
Answer: C) Ensuring optimal utilization of resources

BLOCK 2

UNIT 6

Collection development policy/weeding out policy

456. According to the *Encyclopedia of Library and Information Science*, a library collection includes:
A) Only books and serials
B) Materials like manuscripts, serials, government documents, and computer tapes
C) Equipment used in the library
D) Only digital resources
Answer: B) Materials like manuscripts, serials, government documents, and computer tapes

457. The primary focus of collection development in libraries today is on:
A) Acquiring a large number of documents
B) Responding to user needs
C) Preserving ancient manuscripts only
D) Minimizing the library budget
Answer: B) Responding to user needs

458. According to Bloomfield, collection development theories have evolved to:
A) Reduce the cost of library maintenance
B) Emphasize the preservation of rare books
C) Manage library collections actively and respond to changing conditions
D) Limit the role of librarians in collection management
Answer: C) Manage library collections actively and respond to changing conditions

459. Harrod's Librarian's Glossary defines collection development as:
A) A temporary acquisition program for immediate needs
B) A process to build a reliable collection to meet service objectives over years
C) A process to only acquire physical books
D) A method to dispose of old materials regularly
Answer: B) A process to build a reliable collection to meet service objectives over years

460. In the context of collection development, the term "collection building" refers to:
A) Developing an entirely new collection from scratch
B) Qualitatively improving an existing library collection
C) Preserving only ancient texts
D) Minimizing the library's acquisitions
Answer: B) Qualitatively improving an existing library collection

461. Shipman's perspective on collection building emphasizes:
A) Starting from an empty collection

B) Systematic development of an existing collection
C) Randomly adding materials
D) Building a digital-only library
Answer: B) Systematic development of an existing collection

462. Early library collection practices prioritized:
A) The number of documents over the information they contained
B) User needs above all else
C) Digital resources
D) Preservation over acquisition
Answer: A) The number of documents over the information they contained

463. The shift in collection development now emphasizes:
A) Acquiring the maximum number of materials possible
B) Focusing only on rare and valuable books
C) User needs, usefulness of information, and fast dissemination
D) Only digital and multimedia resources
Answer: C) User needs, usefulness of information, and fast dissemination

464. Collection development in libraries is primarily aimed at:
A) Acquiring a large quantity of books
B) Meeting user needs within the library's objectives and constraints
C) Creating a digital-only collection
D) Focusing only on ancient manuscripts
Answer: B) Meeting user needs within the library's objectives and constraints

465. According to Bloomfield, a key aspect of collection development is:
A) Disposing of old documents
B) Increasing the library’s digital resources only
C) Formulating a policy for library collection development
D) Acquiring rare books only
Answer: C) Formulating a policy for library collection development

466. Which of the following is NOT a part of Bloomfield's identified issues for collection development?
A) Matching users' requirements with institutional aims
B) Focusing only on rare manuscripts
C) Maintaining and updating policy statements
D) Budgetary provisions and addressing related challenges
Answer: B) Focusing only on rare manuscripts

467. The collection development policy in a library can be described as:
A) An unwritten tradition only
B) A formal or informal approach to developing the library's collection
C) A temporary guideline only for specific periods
D) A casual approach towards acquiring materials
Answer: B) A formal or informal approach to developing the library's collection

468. According to the American Library Association, a written collection development policy is beneficial because:
A) It allows unlimited spending on books
B) It provides a structured approach towards consistent and goal-oriented collection building
C) It reduces the number of staff required
D) It focuses only on ancient texts
Answer: B) It provides a structured approach towards consistent and goal-oriented collection building

469. The advantage of a written collection development policy, as mentioned by Katz and others, is that it:
A) Ensures rapid digital transformation of resources
B) Promotes stability and continuity in library operations
C) Minimizes user engagement
D) Focuses solely on physical books
Answer: B) Promotes stability and continuity in library operations

470. According to Futas, a written collection development policy:
A) Discourages growth in library resources
B) Ensures a consistent and balanced growth of resources
C) Only serves as a short-term guide
D) Primarily focuses on online resources
Answer: B) Ensures a consistent and balanced growth of resources

471. Collection development strategies include:
A) Ignoring budgetary provisions
B) Systematic weeding and periodic evaluation of materials
C) Only increasing the number of books
D) Restricting access to new books
Answer: B) Systematic weeding and periodic evaluation of materials

472. According to Prof. A.P. Srivastava, a genuine academic climate is cultivated by:
A) Following traditional teaching methods
B) Rigorous inquiry and lifelong intellectual work
C) Emphasizing only local authorship in academics
D) Avoiding book production as a responsibility
Answer: B) Rigorous inquiry and lifelong intellectual work

473. What does Prof. Srivastava indicate about the production of academic books in India?
A) It has always been a major responsibility of Indian academics
B) Indian academics generally relied on imported books from foreign authors
C) India has been leading in academic book production
D) Indian teachers have always focused on producing books
Answer: B) Indian academics generally relied on imported books from foreign authors

474. The 'ELBS' book series, heavily used in India, was subsidized by:
A) Indian Government
B) British Government
C) American publishers
D) UGC
Answer: B) British Government

475. The British government's decision to withdraw the subsidy for 'ELBS' books resulted in:
A) Reduced educational costs for Indian students
B) A crisis for Indian students relying on subsidized textbooks
C) A surge in locally produced textbooks
D) Increased funding from Indian authorities
Answer: B) A crisis for Indian students relying on subsidized textbooks

476. Simultaneous publishing excludes cities like Bombay, Calcutta, or Delhi due to:
A) High costs of publication in India
B) Lack of trust from foreign publishers
C) Excessive government regulations
D) Absence of publishing houses in these cities
Answer: B) Lack of trust from foreign publishers

477. , which organization(s) could have facilitated collaborative publishing with foreign publishers?
A) Association of Indian Universities and UGC
B) Indian National Trust
C) Ministry of Education
D) Indian Council of Research
Answer: A) Association of Indian Universities and UGC

478. Gidwani observed that in 1967, university faculty and students in India:
A) Regularly required books and journals for teaching and learning
B) Rarely relied on books and journals in their academic work
C) Had easy access to foreign publications
D) Actively contributed to the academic book industry
Answer: B) Rarely relied on books and journals in their academic work

479. The main issue with collection building in Indian university libraries has been:
A) Over-reliance on American publications
B) Scarcity of funds and lack of professional collection management
C) Excessive publishing collaborations
D) An abundance of high-quality, local academic books
Answer: B) Scarcity of funds and lack of professional collection management

480. Prof. Srivastava criticizes the university faculty in India for:
A) Their reluctance to frequently visit university libraries
B) Their enthusiasm for new teaching methodologies
C) Their frequent collaboration with foreign publishers
D) Their extensive use of libraries for research

Answer: A) Their reluctance to frequently visit university libraries

481. What is meant by 'weeding out' in the context of library collection development?
A) Adding new documents to the library
B) Discarding outdated or non-serviceable documents
C) Promoting documents to higher visibility sections
D) Creating copies of existing documents
Answer: B) Discarding outdated or non-serviceable documents

482. Which of the following options is NOT a purpose of weeding out documents in a library?
A) To make space for new, relevant documents
B) To retain worn-out materials for aesthetic value
C) To discard obsolete or inaccurate information
D) To maintain a modern and useful collection
Answer: B) To retain worn-out materials for aesthetic value

483. The weeding out policy should address which of the following questions?
A) Who should donate books?
B) When and how to weed out materials?
C) How to select new books for the collection?
D) What materials are too valuable to discard?
Answer: B) When and how to weed out materials?

484. One major reason for weeding out documents in university libraries is:
A) Increasing the number of books for donation
B) Saving shelf space for current and relevant documents
C) Promoting historical books over recent publications
D) Adding more copies of the same document
Answer: B) Saving shelf space for current and relevant documents

485. , outdated or obsolete information in library materials can be:
A) Transferred to microforms or computer storage before disposal
B) Retained indefinitely in the main collection
C) Promoted to frequently used sections
D) Published as new editions without updates
Answer: A) Transferred to microforms or computer storage before disposal

486. The UGC's Library Committee suggests weeding out materials:
A) After every ten years regardless of content
B) Every five years to maintain collection relevance
C) Periodically, especially if the thought content becomes outdated
D) Only when physical space is fully occupied
Answer: C) Periodically, especially if the thought content becomes outdated

487. , weeding out documents may involve:
A) Discarding, donating, or reserving them in a dormitory library
B) Selling outdated materials at a reduced price
C) Storing all materials permanently in microfilm format
D) Rebinding worn-out materials to extend their lifespan
Answer: A) Discarding, donating, or reserving them in a dormitory library

488. The primary reason for weeding out obsolete documents is to:
A) Increase the number of items in the library's collection
B) Provide space for newer editions and current information
C) Preserve the library's historical collection
D) Ensure that only damaged materials are removed
Answer: B) Provide space for newer editions and current information

489. The statement from the UGC's Library Committee suggests that books may lose their value within:
A) One year
B) A generation, approximately twenty-five years
C) Five to ten years
D) Fifty years
Answer: B) A generation, approximately twenty-five years

490. Weeding out helps modern libraries by:
A) Removing all materials over ten years old
B) Ensuring the collection remains up-to-date and relevant
C) Replacing outdated materials with historical

artifacts
D) Converting all documents to microfilm to save space
Answer: B) Ensuring the collection remains up-to-date and relevant

491. Which factor discourages librarians from weeding out documents due to a preference for quantity over quality?
A) Sanctity of Collection
B) Love for Numbers
C) Pressure of Work
D) Fear of Audit
Answer: B) Love for Numbers

492. The 'Sanctity of Collection' factor in libraries suggests that some librarians:
A) Value every book, old or new, as potentially significant
B) Discard only books that are physically damaged
C) Replace outdated books with newer editions regularly
D) Prioritize physical appearance over content
Answer: A) Value every book, old or new, as potentially significant

493. Why do some librarians avoid weeding out due to 'Pressure of Work'?
A) It requires official approval that takes time
B) Routine duties may be disrupted by weeding efforts
C) Weeding out is considered unnecessary in modern libraries
D) It is seen as a task only for library assistants
Answer: B) Routine duties may be disrupted by weeding efforts

494. Fear of audit and clientele comments discourages librarians from weeding out because:
A) They worry about having fewer documents than expected in the library
B) Audit committees often suggest increasing the library collection
C) There is little risk of facing complaints over removed documents
D) Weeding out is typically not observed during audits
Answer: A) They worry about having fewer documents than expected in the library

495. Which of the following best describes why 'Sanctity of Collection' is considered a hindrance to weeding out?
A) Every old book is believed to have enduring value
B) Librarians hesitate to add new books in place of old ones
C) Antique books are always preferred over modern editions
D) Only new books are preserved in the main library collection
Answer: A) Every old book is believed to have enduring value

496. , what could help librarians overcome discouragement towards weeding out?
A) Increasing staff specifically for weeding tasks
B) Developing a well-planned, committee-approved weeding policy
C) Avoiding client feedback on the library's collection
D) Ignoring all audit concerns related to the collection
Answer: B) Developing a well-planned, committee-approved weeding policy

497. Katz views weeding out as:
A) An optional task for university libraries
B) A useful technique to ensure long-term relevance of the collection
C) A last resort when physical space becomes limited
D) A temporary measure for libraries with outdated collections
Answer: B) A useful technique to ensure long-term relevance of the collection

498. 'Fear of Audit and Clientele Comments' suggests that librarians may:
A) Avoid weeding out to prevent facing objections during audits
B) Encourage clients to review weeding policies regularly
C) Choose weeding out only for visibly damaged documents
D) Present official reports that emphasize qualitative improvements
Answer: A) Avoid weeding out to prevent facing objections during audits

499. Which discouraging factor is associated with the reluctance to discard old books that

have become outdated or physically worn out?
A) Love for Numbers
B) Pressure of Work
C) Fear of Audit
D) Sanctity of Collection
Answer: D) Sanctity of Collection

500. What is the solution to overcome the apathy towards weeding out?
A) Annual review of books based on their physical condition
B) Establishing clear, unbiased guidelines approved by a committee
C) Relying on automated systems to select books for removal
D) Collecting feedback from clients before discarding any book
Answer: B) Establishing clear, unbiased guidelines approved by a committee

501. According to J.S. Sharma and H.R. Chopra, books that have become worn out from constant use should be:
A) Repaired and maintained in circulation
B) Removed from the library collection
C) Digitized for continued access
D) Transferred to a separate reserve section
Answer: B) Removed from the library collection

502. Why are textbooks and language books printed on low-quality paper often weeded out?
A) They become outdated due to rapid knowledge changes
B) They deteriorate quickly due to inferior paper quality
C) They are no longer of interest to readers
D) They do not meet current curriculum requirements
Answer: B) They deteriorate quickly due to inferior paper quality

503. In science and technology fields, books that are outdated by twenty or thirty years should be:
A) Kept as historical references
B) Transferred to a digital format
C) Replaced by the latest editions or newer books
D) Shelved separately as archival material
Answer: C) Replaced by the latest editions or newer books

504. What is the recommended action for outdated editions of reference books like Yearbooks and Annuals?
A) Move them to a reference-only section
B) Store them in a digital archive
C) Discard them and replace with new editions
D) Place them in a dormitory library
Answer: C) Discard them and replace with new editions

505. With advancements in space-saving technology like microforms and CD-ROMs, libraries are encouraged to:
A) Keep only digital copies of all books
B) Preserve older books for occasional reference
C) Replace low-use books with digital or microform versions
D) Avoid purchasing new books for more space
Answer: C) Replace low-use books with digital or microform versions

506. Ranganathan's Fifth Law of Library Science, "Library is a growing organism," suggests that libraries should:
A) Avoid discarding any materials
B) Continuously acquire new materials without weeding
C) Weed out unserviceable materials to make space for new resources
D) Limit collection growth to maintain manageable size
Answer: C) Weed out unserviceable materials to make space for new resources

507. What is the ideal frequency for weeding out a library's entire collection ?
A) Every five years
B) Once a year
C) Every decade
D) Monthly
Answer: B) Once a year

508. Chopra's recommendation for college and university libraries is to examine books for wear and usability:
A) Daily by dedicated staff
B) During specific inspection periods only
C) Each time a book is handled
D) Only when requested by users
Answer: C) Each time a book is handled

509. Reference books that are outdated should be replaced because:
A) They consume valuable space in the library
B) Newer editions have updated and accurate information
C) They are rarely used by readers
D) Libraries prioritize fiction over reference material
Answer: B) Newer editions have updated and accurate information

510. A major reason for weeding out materials in modern libraries is:
A) To keep every book in pristine condition
B) To preserve historical records and documents
C) To manage space and allow for new, relevant materials
D) To ensure every book is accessible digitally
Answer: C) To manage space and allow for new, relevant materials

511. Who should primarily be involved in the weeding out of library materials?
A) Library patrons
B) The librarian and trusted subject experts
C) External book suppliers
D) Junior library assistants
Answer: B) The librarian and trusted subject experts

512. According to the Council of the American Library Association, what percentage of a library's collection should ideally be withdrawn each year?
A) 1%
B) 3%
C) 5%
D) 10%
Answer: C) 5%

513. What does the Sinha Committee Report recommend regarding annual weeding in Indian public libraries?
A) Discard 2% of fiction and 5% of non-fiction
B) Discard 5% of fiction and 2% of non-fiction
C) Retain all non-fiction materials
D) Perform weeding only every five years
Answer: B) Discard 5% of fiction and 2% of non-fiction

514. According to Ranganathan, how many years after publication do many modern books become outdated in their ideas?
A) 10 years
B) 15 years
C) 20 years
D) 30 years
Answer: C) 20 years

515. If weeded-out materials are still in good condition, what should ideally be done with them?
A) Sell them as scrap
B) Donate them to other libraries
C) Destroy them immediately
D) Keep them in the library indefinitely
Answer: B) Donate them to other libraries

516. The UGC Committee on University and College Libraries recommended that:
A) All weeded-out materials be discarded permanently
B) At least one copy of every book be preserved in the country
C) Libraries only preserve books published in the last decade
D) Libraries coordinate with international bodies for weeding
Answer: B) At least one copy of every book be preserved in the country

517. When a library item is weeded out, what administrative action should be taken?
A) Move the book to a storage room
B) Record it in the Accession Register as "written off"
C) Mark it with a “not for circulation” label
D) Send it for a quality assessment review
Answer: B) Record it in the Accession Register as "written off"

518. What is the purpose of a "Book Reservoir" in relation to weeded-out materials?
A) To recycle old materials
B) To archive weeded-out documents for future reference
C) To sell weeded books to other libraries
D) To serve as a disposal site for outdated materials
Answer: B) To archive weeded-out documents for future reference

519. When weeding out materials, it is recommended to:
A) Replace the weeded document with a newer edition if needed
B) Donate all weeded materials immediately
C) Keep the document if it hasn't been used in the past five years
D) Avoid consulting any committee for approval
Answer: A) Replace the weeded document with a newer edition if needed

520. Why is uncoordinated weeding discouraged among libraries in a region?
A) It complicates record-keeping
B) It risks the loss of valuable antiquarian and bibliographic resources
C) It is costly for libraries
D) It increases demand on library staff
Answer: B) It risks the loss of valuable antiquarian and bibliographic resources

UNIT 7

Problems in Collection Organization

521. Why is library classification necessary in large collections of books?
A) It reduces the number of books in circulation.
B) It allows users to find documents easily based on subject analysis.
C) It increases the physical space required for books.
D) It limits access to certain books.
Answer: B) It allows users to find documents easily based on subject analysis.

522. According to Sayers, library classification is defined as:
A) The physical arrangement of books in a library.
B) The management of library finances.
C) The digital cataloging of library materials.
D) The number of library staff available.
Answer: A) The physical arrangement of books in a library.

523. Which law of Ranganathan emphasizes that "Library is a growing organism"?
A) First Law
B) Second Law
C) Fifth Law
D) Third Law
Answer: C) Fifth Law

524. What should libraries consider when choosing a classification scheme?
A) The popularity of the scheme among other libraries
B) The historical significance of the scheme
C) The scheme's ability to accommodate future growth and changes
D) The cost of implementing the scheme
Answer: C) The scheme's ability to accommodate future growth and changes

525. According to Sayers, what are essential qualities for a successful classification scheme?
A) Flexibility and historical accuracy
B) Simplicity and comprehensiveness
C) Complexity and rigid structure
D) Lengthy documentation and manual processes
Answer: B) Simplicity and comprehensiveness

526. What classification scheme is most used by academic libraries in India?
A) Universal Decimal Classification
B) Library of Congress Classification
C) Dewey Decimal Classification
D) Colon Classification
Answer: C) Dewey Decimal Classification

527. One advantage of the Dewey Decimal Classification (DDC) scheme is that:
A) It has more complicated notations.
B) It is frequently updated with additions between new editions.
C) It is used exclusively for children's literature.
D) It requires less documentation than other schemes.
Answer: B) It is frequently updated with additions between new editions.

528. What is a disadvantage mentioned regarding Colon Classification?
A) It is difficult to learn.
B) It lacks updates and services similar to DDC.
C) It is too flexible and inconsistent.
D) It does not have a full index.
Answer: B) It lacks updates and services similar to DDC.

529. How does classification aid in the retrieval of micro documents?
A) By removing them from circulation.

B) Through the use of faceted classification schemes.
C) By creating a physical barrier around them.
D) By limiting access to only trained librarians.
Answer: B) Through the use of faceted classification schemes.

530. What is a critical aspect of library classification as per Sayers' view?
A) It should be static and unchanging.
B) It should be complex and detailed.
C) It should be in a consistent and recognizable order.
D) It should prioritize aesthetics over functionality.
Answer: C) It should be in a consistent and recognizable order.

531. Why is cataloguing important in libraries?
A) It reduces the number of documents in circulation.
B) It helps readers locate desired books and other reading materials quickly and conveniently.
C) It limits access to certain categories of books.
D) It is only necessary for rare documents.
Answer: B) It helps readers locate desired books and other reading materials quickly and conveniently.

532. , how can documents be physically arranged on library shelves?
A) In a single random order.
B) According to their popularity among readers.
C) Based on various characteristics like size, color, or chronological order.
D) By the library staff's personal preferences.
Answer: C) Based on various characteristics like size, color, or chronological order.

533. What are the two aspects of a library catalogue?
A) Outer form and inner form
B) Digital form and printed form
C) Physical form and virtual form
D) Author form and title form
Answer: A) Outer form and inner form

534. What is a significant advantage of a card catalogue?
A) It is difficult to maintain.
B) It is only useful in large libraries.
C) It has been widely accepted despite its limitations.
D) It provides less information than a computer catalogue.
Answer: C) It has been widely accepted despite its limitations.

535. Which type of catalogue is gaining prominence in recent times?
A) Card catalogue
B) Handwritten catalogue
C) Machine-readable catalogue
D) None of the above
Answer: C) Machine-readable catalogue

536. What does Redmond suggest to overcome the disadvantage of a classified catalogue?
A) Discard the classified catalogue entirely.
B) Provide additional training for librarians.
C) Prepare an alphabetic subject index with appropriate instructions for readers.
D) Limit access to the classified catalogue to librarians only.
Answer: C) Prepare an alphabetic subject index with appropriate instructions for readers.

537. What does Gelfand propose for small and medium-sized libraries?
A) To only use a classified catalogue.
B) To maintain a divided dictionary catalogue in two parts: author-title and subject.
C) To eliminate the need for cataloguing altogether.
D) To switch exclusively to electronic catalogues.
Answer: B) To maintain a divided dictionary catalogue in two parts: author-title and subject.

538. , what should a librarian establish based on the Collection Development Policy?
A) Clear policies for cataloguing and classification.
B) A limit on the number of documents that can be catalogued.
C) A preference for outdated cataloguing practices.
D) A completely new library building.
Answer: A) Clear policies for cataloguing and classification.

539. What does Ranganathan's 'Principle of Osmosis' suggest?
A) A complete overhaul of library systems every

year.
B) A smooth transition from one classification scheme or cataloguing practice to another.
C) Eliminating the need for any classification scheme.
D) Keeping all classification practices static over time.
Answer: B) A smooth transition from one classification scheme or cataloguing practice to another.

540. What is a major disadvantage of the classified catalogue as mentioned in the text?
A) It is too simple to be useful.
B) It is too complex for non-librarians to understand.
C) It requires too much space.
D) It is only available in digital format.
Answer: B) It is too complex for non-librarians to understand.

541. What is one of the primary reasons for damaging library materials?
A) Lack of interest from readers
B) Climatic variations
C) Overcrowding in libraries
D) Insufficient funding
Answer: B) Climatic variations

542. How does direct sunlight affect library materials?
A) It enhances their color.
B) It reduces the softness of paper and spoils the binding.
C) It increases their durability.
D) It has no effect on them.
Answer: B) It reduces the softness of paper and spoils the binding.

543. What is a suggested method to prevent moisture damage to library materials?
A) Keeping windows closed at all times
B) Using air-conditioning for proper ventilation
C) Storing books in damp locations
D) Exposing books to sunlight
Answer: B) Using air-conditioning for proper ventilation

544. Which of the following is a recommended method for cleaning library materials?
A) Ignoring dust and dirt
B) Vacuum cleaning periodically
C) Using water to clean all materials
D) Only using cloth for cleaning
Answer: B) Vacuum cleaning periodically

545. What insect control method does the Scientific Research Laboratory recommend?
A) Using essential oils
B) Employing natural predators
C) DDT in powder, suspension, or solution form
D) Ignoring the problem
Answer: C) DDT in powder, suspension, or solution form

546. , what is a common offense committed by readers against library materials?
A) Returning books late
B) Misplacement, mutilation, and theft
C) Not using the library at all
D) Excessive reading
Answer: B) Misplacement, mutilation, and theft

547. What precaution can help prevent theft in libraries?
A) Allowing all personal belongings inside the library
B) Keeping pocket-size and smaller books under lock and key
C) Ignoring suspicious behavior
D) Encouraging visitors to stay longer
Answer: B) Keeping pocket-size and smaller books under lock and key

548. What recommendation does A.K. Sharma make to avoid wrongful acts by readers?
A) Provide reprographic services for copying graphs and art plates
B) Limit the number of books available
C) Charge fees for library access
D) Prohibit all readers from taking any materials home
Answer: A) Provide reprographic services for copying graphs and art plates

549. What type of materials should be specially treated for preservation?
A) Only bestsellers
B) General reading materials
C) Special collections, rare books, manuscripts, and fragile materials
D) Outdated textbooks

Answer: C) Special collections, rare books, manuscripts, and fragile materials

550. What should libraries do to protect against external threats like theft and rodents?
A) Keep doors and windows open for ventilation
B) Ensure windows and doors are theft-proof and rat-proof
C) Store materials outside for fresh air
D) Limit security measures
Answer: B) Ensure windows and doors are theft-proof and rat-proof

551. According to Sharma, how should the entry and exit points of a library be managed?
A) Only one door for both entry and exit
B) Two separate doors for entry and exit
C) Three doors for better traffic flow
D) No specific arrangement needed
Answer: A) Only one door for both entry and exit

552. Why is it important to attend to minor repairs, mending, and binding of library materials?
A) To keep the library staff busy
B) Because documents are frequently used and may require attention
C) To make the library look more appealing
D) To reduce the number of books in the library
Answer: B) Because documents are frequently used and may require attention

553. In small libraries, who may be relied upon for binding needs?
A) Library volunteers
B) Outside binders
C) Patrons
D) No one; binding is not needed
Answer: B) Outside binders

554. What is 'Shelf rectification' according to Ranganathan?
A) The process of organizing digital resources
B) The process of restoring order among the books on the shelves
C) The process of cataloguing new acquisitions
D) The process of weeding out outdated materials
Answer: B) The process of restoring order among the books on the shelves

555. What is the common term used in American practice for checking the order of books on shelves?
A) Shelf rectification
B) Shelf reading
C) Document inspection
D) Shelf organization
Answer: B) Shelf reading

556. What are the advantages of shelf rectification?
A) Increases the number of books in circulation
B) Helps keep shelves neat and assists users in finding books
C) Reduces the need for library staff
D) Decreases the overall library collection
Answer: B) Helps keep shelves neat and assists users in finding books

557. How does shelf rectification help library staff?
A) By making the library more aesthetically pleasing
B) By allowing staff to identify books that need binding, repair, or replacement
C) By eliminating the need for cataloguing
D) By encouraging more users to visit the library
Answer: B) By allowing staff to identify books that need binding, repair, or replacement

558. What problem can arise in an open access library regarding the placement of books?
A) All books are always in the correct order
B) Books are sometimes misplaced or hidden by users
C) Books never get used
D) Books are too heavy to move
Answer: B) Books are sometimes misplaced or hidden by users

559. What should librarians and circulation staff do periodically in the library stack areas?
A) Ignore misplaced documents
B) Inspect for documents requiring repair, mending, and binding
C) Organize digital resources
D) Shift all books to a different section
Answer: B) Inspect for documents requiring repair, mending, and binding

560. What is a significant benefit of keeping books in their correct sequence?
A) It allows for quicker processing of new arrivals
B) It helps users find their desired books easily

C) It eliminates the need for cataloguing
D) It makes the library look busier
Answer: B) It helps users find their desired books easily

561. What is stock verification also known as?
A) Stock taking
B) Inventory assessment
C) Document analysis
D) Collection appraisal
Answer: A) Stock taking

562. According to Harrod's Librarians' Glossary, what does stock taking involve?
A) The analysis of user satisfaction
B) Checking records of books possessed and those on loan
C) Evaluating library staff performance
D) Assessing the need for new acquisitions
Answer: B) Checking records of books possessed and those on loan

563. What is the primary purpose of stock verification according to Krishan Kumar?
A) To determine the budget for new acquisitions
B) To ascertain that all acquired books can be accounted for
C) To analyze user borrowing patterns
D) To assess the condition of library materials
Answer: B) To ascertain that all acquired books can be accounted for

564. Why should stock verification not be equated with physical verification of stock?
A) Because it only involves digital records
B) Because it focuses on effective use of documents rather than just physical count
C) Because it is only performed once a year
D) Because it is unnecessary in modern libraries
Answer: B) Because it focuses on effective use of documents rather than just physical count

565. What challenge does the increase in the number of documents pose for stock verification?
A) It makes documents easier to manage
B) Document-by-document verification becomes unfeasible
C) It reduces the need for verification
D) It allows for faster processing of returns
Answer: B) Document-by-document verification becomes unfeasible

566. What does Mitral suggest about the necessity of regular stock taking?
A) It is not important for library operations
B) It is essential and desirable to identify administrative defects
C) It should be done only once a year
D) It should only focus on new acquisitions
Answer: B) It is essential and desirable to identify administrative defects

567. In the context of stock verification, what should be checked?
A) User feedback and satisfaction
B) Administrative policies and their effectiveness
C) New arrivals and their cataloguing
D) Library staff efficiency
Answer: B) Administrative policies and their effectiveness

568. Which edition of R.L. Mittal's "Library Administration: Theory and Practice" is referenced?
A) 2nd edition
B) 3rd edition
C) 4th edition
D) 5th edition
Answer: D) 5th edition

569. What aspect of stock verification is emphasized in the professional philosophy?
A) The physical count of documents
B) The maintenance and shelf rectification of stock
C) The aesthetic arrangement of shelves
D) The digitization of library records
Answer: B) The maintenance and shelf rectification of stock

570. What is a potential disadvantage of stock verification mentioned in the context of collection development?
A) It can reduce the size of the collection
B) It may require significant staff time and resources
C) It can lead to user dissatisfaction
D) It may reveal too many duplicates in the collection
Answer: B) It may require significant staff time and resources

571. Which of the following is NOT an advantage of stock verification?

A) Reveals lost books
B) Increases the number of new acquisitions
C) Helps in undertaking stock rectification
D) Identifies books that need repair and replacement
Answer: B) Increases the number of new acquisitions

572. What decision can stock verification assist authorities in making?
A) The dismissal of library staff
B) The introduction of open access
C) The closure of library branches
D) The reduction of library hours
Answer: B) The introduction of open access

573. Which of the following does stock verification help identify in the library collection?
A) Staff performance metrics
B) Books not in demand or use
C) User borrowing trends
D) The age of the library building
Answer: B) Books not in demand or use

574. What is one disadvantage of stock verification ?
A) It always increases the library's budget
B) It may dislocate routine work and user services
C) It guarantees the recovery of all lost books
D) It provides opportunities for new acquisitions
Answer: B) It may dislocate routine work and user services

575. Why might some libraries curtail their services during stock verification?
A) To implement new technology
B) To conduct thorough checks of the collection
C) To focus on user engagement
D) To increase budget allocations
Answer: B) To conduct thorough checks of the collection

576. What is a potential financial concern related to stock verification?
A) It guarantees the recovery of all lost items
B) The cost may exceed the value of lost or mutilated books
C) It is always budget-neutral
D) It eliminates the need for regular audits
Answer: B) The cost may exceed the value of lost or mutilated books

577. During stock verification, what can cause hardship to users?
A) Increased access to resources
B) Borrowed books being recalled for physical verification
C) Introduction of new technology
D) Extended library hours
Answer: B) Borrowed books being recalled for physical verification

578. Which advantage of stock verification relates to maintaining awareness of the library's collection?
A) Revealing lost books
B) Enabling periodic shuffling and dusting
C) Providing an opportunity to survey the stock
D) Updating library catalogues
Answer: C) Providing an opportunity to survey the stock

579. What does stock verification help in finding out regarding the library collection?
A) The total number of books in the library
B) The popularity of library staff
C) Imbalances and gaps in the collection
D) The number of new users
Answer: C) Imbalances and gaps in the collection

580. How does stock verification benefit the maintenance of library catalogues?
A) It decreases the number of records
B) It allows for regular updates to catalogues and other records
C) It eliminates the need for cataloguing altogether
D) It increases the complexity of catalogue systems
Answer: B) It allows for regular updates to catalogues and other records

UNIT 8

Collection Development Programs

581. According to Ranganathan, which of the following is classified as a conventional document?
A) Standards
B) Audio-visual documents

C) Books and periodicals
D) Microscopy
Answer: C) Books and periodicals

582. What type of documents does the term 'neo-conventional' refer to?
A) Historical manuscripts
B) Microscopy and audio documents
C) Standards, specifications, and data
D) Visual aids and multimedia
Answer: C) Standards, specifications, and data

583. Which category of documents includes records of national or social phenomena obtained through mechanical devices?
A) Conventional documents
B) Non-conventional documents
C) Meta documents
D) Neo-conventional documents
Answer: C) Meta documents

584. What did the Parry Committee emphasize regarding university library policy documents?
A) They should focus only on traditional printed materials.
B) They should consider all subject fields relevant to students and staff needs.
C) They should limit acquisitions to textbooks only.
D) They should avoid including digital materials.
Answer: B) They should consider all subject fields relevant to students and staff needs.

585. Which of the following is NOT mentioned as a type of material that a university library may be expected to collect?
A) Students' texts
B) Maps
C) Personal journals
D) Currently published periodicals
Answer: C) Personal journals

586. The type of library determines which documents are needed most based on what factors?
A) Staff qualifications
B) Objectives and functions of the library
C) Location of the library
D) Size of the library
Answer: B) Objectives and functions of the library

587. What is the primary focus of an academic library regarding its collection?
A) To acquire only rare books
B) To gather almost all kinds of information records
C) To specialize in a single subject area
D) To limit its collection to digital formats
Answer: B) To gather almost all kinds of information records

588. Which type of document does NOT fall under Ranganathan's classification?
A) Audio-visual documents
B) Interactive digital content
C) Conventional documents
D) Neo-conventional documents
Answer: B) Interactive digital content

589. , which of the following materials poses different problems in acquisition methods for university libraries?
A) Fiction books
B) Historical newspapers
C) Recorded sound on tapes and visual aids
D) Online databases
Answer: C) Recorded sound on tapes and visual aids

590. The classification of documents in libraries is important for what primary purpose?
A) To ensure compliance with legal standards
B) To streamline the acquisition process and meet user needs
C) To limit access to rare materials
D) To prioritize printed over digital formats
Answer: B) To streamline the acquisition process and meet user needs

Selection Levels for University Library Collection

Level	Description
Comprehensive Level	- Requires all significant works, primarily used in special collections aiming to be exhaustive.
Research Level	- Includes major source materials for postgraduate and independent research, important reference works, specialized monographs, and

	extensive journals along with indexing and abstracting services in the subject.
Study Level	- Provides adequate materials for undergraduate and graduate coursework and sustained study, containing basic monographs by important writers, works by secondary writers, and a representative selection of journals.
Basic Level	- Defines the subject with major dictionaries and encyclopedias, selected important monographs, bibliographies, and a few major periodicals.
Minimal Level	- Acquires only very basic reference tools with little else, indicating that the subject is not within the scope of the library.

591. What is one of the reasons for document selection in libraries?
A) Every document is beneficial for the library.
B) Libraries should only acquire rare books.
C) Not every document is useful for a library.
D) Libraries can afford to acquire all documents.
Answer: C) Not every document is useful for a library.

592. According to Drury, what should be prioritized when apportioning library funds?
A) Obtaining as many books as possible.
B) Obtaining books of high quality for the greatest number of people.
C) Purchasing only the latest publications.
D) Focusing on niche subjects for specialized collections.
Answer: B) Obtaining books of high quality for the greatest number of people.

593. What is one of the suggested ideals by Ranganathan for book selection?
A) Select books based on personal preference.
B) Make book selection a solitary responsibility of the librarian.
C) Select only after inspection and perusal whenever facilities exist.
D) Rely solely on the recommendations of the Library Committee.
Answer: C) Select only after inspection and perusal whenever facilities exist.

594. Ranganathan emphasizes the importance of which quality in the book selection process?
A) Impeccable character and integrity
B) Popularity of the book among staff
C) Cost of the book
D) The book's historical significance
Answer: A) Impeccable character and integrity

595. According to Ranganathan, who should be jointly responsible for book selection?
A) Only library staff
B) Library staff and the teaching staff
C) Students and library staff
D) Only the Library Committee members
Answer: B) Library staff and the teaching staff

596. How can time lag in book selection be minimized, according to Ranganathan?
A) By acquiring books after they have been reviewed
B) By waiting for books to be published before selection
C) By basing selections on advance announcements from reputable publishers
D) By only selecting books already available in the library
Answer: C) By basing selections on advance announcements from reputable publishers

597. Which of the following principles suggests that libraries should fix a selection policy and adhere to it?
A) Select books based on reader preference
B) Fix upon a policy of selection and stick to it until it has been proved wrong
C) Always follow the latest trends in literature
D) Choose books only based on their cost
Answer: B) Fix upon a policy of selection and stick to it until it has been proved wrong

598. What should guide the joint responsibility of book selection according to Ranganathan?
A) Personal opinions of the library staff

B) Probability of getting readers for the selected books
C) The latest trends in academic publishing
D) Recommendations from publishers only
Answer: B) Probability of getting readers for the selected books

599. Which of the following is NOT one of Drury's principles of book selection?
A) Secure any book the library can use with advantage
B) Focus on obtaining a variety of genres
C) Select books that aim at human development
D) Apportion library funds wisely
Answer: B) Focus on obtaining a variety of genres

600. What is the significance of document selection in libraries?
A) To acquire every available document
B) To ensure that the library collection aligns with its objectives and user needs
C) To prioritize digital materials over print
D) To limit access to information for specific groups
Answer: B) To ensure that the library collection aligns with its objectives and user needs

Criteria for Selection of Library Materials

Category	Criteria
Books	- Authoritativeness of author and publisher
	- Significance of subject matter
	- Accuracy of information
	- Library value or artistic quality
	- Importance to total collection
	- Current and/or permanent values
	- Scarcity of material on the subject
	- Relationship to other materials in the collection
	- Price
	- Format
Reference Works	- Authority of the author, credentials, biases, and previous work
	- Scope of the work (breadth or narrowness)
	- Treatment of the subject
	- Arrangement
	- Format
	- Indexing and bibliographical value
	- Comparison with similar reference tools and whether it complements the existing collection
Textbooks	- Applicability to course of study
	- Vocabulary
	- Table of contents
	- Index
	- Appendix
	- Glossary
	- Graphics
	- Clearly stated objectives
	- Organization of information
	- Chapter arrangements
	- Chapter summaries
	- Supplementary material
	- Physical quality, durability of binding, quality of paper, etc.
Fiction	- Popularity of the author
	- Style of the work
	- Nature of the theme introduced
	- Setting of the events
	- Characters

	- Reviewer's views
Non-Fiction	- Accuracy and author's credentials
	- Scope and authenticity of the book
	- Quality of graphics when technical data is dealt
	- Bibliography at the end of the chapters

Criteria for Selection of Non-Book Materials

Criteria	Description
Authenticity	Accurate facts; facts impartially presented; up-to-date information; other acceptable works of the producer.
Appropriateness	Vocabulary at users' level; concepts at users' level; useful data; media subject correlation (e.g., reprints to art, specimens to science); titles, captions, etc., related to subject; suitability for individual and/or group use.
Scope	Small coverage as indicated; superior concept development by this means; content to satisfy demands for current subjects.
Interest	Relationship to user's experience; intellectual challenge; curiosity satisfaction; credibility; imagination appeal; human appeal; sensory appeal.
Organization	Logical developments; pertinence of all sequences; background elements; balance in the use of narration and dialogue.
Technical aspects	Tone fidelity; clarity; intelligibility; in-focus pictures; true size relationship; unified composition; effective color use; complete synchronization of sound and image.
Special features	Descriptive notes, teachers/users guide; permanent accompanying material.
Physical characteristics	Ease in handling for use and storage; minimum instruction for individual use; attractive packaging; durability; ease of repair.
Library potential	Relevancy that promotes communication; flexibility for many effective uses.
Selection aids	Recommendations in evaluation sources.
Cost	Conforming to budget; less expensive for satisfactory substitutes; average supplemental costs for replacement, repair, physical processing, storage.

Issues in Collection Development in University Libraries

Issue	Description
Instructions Vs Research	University libraries prioritize instruction needs over research. A balance is needed as both are essential functions. College libraries may focus more on instruction than research.
Foreign Books	Acquiring foreign books is costly and time-consuming, but necessary for research and higher learning. Libraries must

	select materials across subjects without focusing solely on language.
Current Vs Older Materials	Smaller libraries may prefer current materials, but obtaining them can be difficult. Co-operative acquisitions and inter-library loans can help secure older materials.
Research Materials	Libraries should acquire research materials relevant to the research programs supported by the institution.
Text Books	Libraries should avoid allocating substantial funds to multiple copies of textbooks, as it may harm subject coverage. Initiatives like the "Book Bank Scheme" help provide textbooks to students.
Popular Books	Libraries with limited funds often rely on public libraries for popular and non-fiction books. A small collection of popular materials may be beneficial where access to public libraries is lacking.
Rare Books and Manuscripts	Careful consideration is needed when purchasing rare books and manuscripts, as they can be expensive. Local or national interest materials should be prioritized.
Materials in Microform	Microform provides access to important documents that may be out of print, including scholarly journals, newspapers, and dissertations. It's best for materials used for research rather than general reading.

601. According to the UGC (Britain) Committee on libraries, what is necessary in addition to individual scholarly judgment for book selection?
A) Faculty approval
B) Continuity in policy and bibliographical expertise
C) Reliance on student recommendations
D) Cost-effectiveness of the materials
Answer: B) Continuity in policy and bibliographical expertise

602. What issue arises when faculty members feel that book selection is delegated to librarians, according to George M. Jenks?
A) It enhances the librarian's role.
B) It signifies a loss of status for faculty.
C) It leads to better library collections.
D) It fosters collaboration between faculty and librarians.
Answer: B) It signifies a loss of status for faculty.

603. What is the best approach to book selection according to Wilson and Tauber?
A) Only faculty should make selections.
B) Only librarians should make selections.
C) All members of the university community should be involved.
D) Alumni should be the sole decision-makers.
Answer: C) All members of the university community should be involved.

604. What did the UGC (India) Library Committee recommend regarding book selection?
A) Librarians should independently select all materials.
B) A panel of experts should assist librarians in the selection process.
C) Only students should suggest new materials.
D) Selection should be based solely on cost considerations.
Answer: B) A panel of experts should assist librarians in the selection process.

605. What observation did Hingwe make about book selection practices in Indian universities?
A) Faculty and librarians prefer to work independently.
B) Librarians often believe they are more competent than faculty in selection.
C) Most universities favor joint book selection by faculty and librarians.

D) Librarians have no role in book selection.
Answer: C) Most universities favor joint book selection by faculty and librarians.

606. , what is a common challenge faced by library committees during book selection?
A) They can make swift decisions.
B) They may become unwieldy and time-consuming.
C) They exclusively focus on popular titles.
D) They are always effective in selecting materials.
Answer: B) They may become unwieldy and time-consuming.

607. What are some sources for book selection ?
A) Personal preferences of librarians only
B) Reviews in newspapers and periodicals, bibliographies, and physical observation of new arrivals
C) Exclusive recommendations from alumni
D) Random selections based on current trends
Answer: B) Reviews in newspapers and periodicals, bibliographies, and physical observation of new arrivals

608. Which of the following does Ranganathan identify as a source for book selection?
A) Only librarian recommendations
B) Readers' suggestions, review columns, and bibliographies
C) Cost of books and publisher reliability
D) Limited to printed materials only
Answer: B) Readers' suggestions, review columns, and bibliographies

609. Which of the following tools does RL. Mittal's work detail as important for book selection?
A) Only digital resources
B) Tools for books published in UK, USA, and India
C) Exclusive focus on Indian publications
D) General public opinions
Answer: B) Tools for books published in UK, USA, and India

610. What is highlighted as a potential solution for effective book selection?
A) Relying solely on student feedback
B) Subject experts assisting librarians in the selection process
C) Librarians making unilateral decisions
D) Selecting books based on historical significance alone
Answer: B) Subject experts assisting librarians in the selection process

Bibliographic Resources for Books Published in Great Britain, USA, and India

Region	Title	Publisher	Frequency	Notes
Great Britain	Book-Seller	London, J. Whiteker and Sons	Monthly (1858-1908); Weekly (1909-)	Monthly, quarterly, and yearly cumulations available.
	Whiteker's Cumulative Book List	London, Whitaker	Quarterly and annual	
	British Books in Print	London, Whitaker	Irregular	Previously known as "Reference Catalogue of Current Literature." Now "Whitaker's Books in Print."
	British Book News	London, British Council	Monthly	
	Times Literary Supplement	London, The Times	Weekly	A reviewing periodical.
	ASLIB Book List	London, ASLIB	Monthly	
	British National Bibliography	London, Council of British National Bibliography	Weekly	
USA	Publisher's Weekly	New York, R.R. Bowker	Irregular (1872-)	
	American Book Publishing Record	New York, R.R. Bowker	Irregular	
	Publisher's Trade List Annual	New York, R.R. Bowker	Annual	(1879-)

	Books in Print	New York, R.R. Bowker	Annual	(1948-)
	Subject Guide to Books in Print	New York, R.R. Bowker	Annual	(1950-)
	Library Journal	New York, R.R. Bowker	Fortnightly (monthly in July & August)	(1876-)
	Book Review Digest	New York, H.W. Wilson	Monthly (except February and July)	(1905-)
	Cumulative Book Index	New York, H.W. Wilson	Monthly (except July, August, December)	A world list of scientific books in the English language. (1898-)
	The National Union Catalogue	Washington, Library of Congress	Monthly	(1948-)
	The Library of Congress Catalogue, Books Subject	Washington, Library of Congress	Quarterly	
	Scientific, Medical and Technical Books	Washington, National Academy of Sciences, National Research Council	Irregular	2nd Ed. (1948)
India	Indian National Bibliography	Calcutta, Central Reference Library, National Library	Quarterly (1957); Monthly (1964)	
	Impex Reference Catalogue of Indian Books	New Delhi, Indian Book Export and Import Co.	Supplement (1960-62)	
	Documentation on Asia	New Delhi, Allied Publishers	Annual (1960)	Edited by Girja Kumar and V. Machwe.
	National Bibliography	New Delhi, Sahitya Akademi	Irregular	(1910-1953)
	of Indian Literature			
	Indian Books, 1974-75	New Delhi, Today and Tomorrow's Book Agency	Annual	By Ram Gopal Prasher and Associates.
	Indian Books in Print	Delhi, Indian Bureau of Bibliographies	Irregular	6th edition compiled by Sher Singh, 3 volumes (1995).
	Indian Press Index with Book Review Supplement	Delhi, Delhi Library Association	Irregular	(1968)
	Government Publications of India	Delhi, Metropolitan Book Co.	Irregular	A survey of nature, bibliographical control, and distribution systems, by Mohinder Singh, assisted by J.F. Pandya.

611. How does Harrod's Librarian's Glossary define acquisition?

A) The process of selecting documents for preservation

B) The process of obtaining books and other documents for a library, documentation centre, or archive

C) The process of evaluating library collections

D) The process of cataloguing library materials

Answer: B) The process of obtaining books and other documents for a library, documentation centre, or archive

612. According to Gelfand, what is an acquisition program?

A) A short-term plan for collection development

B) A plan for carrying out the objectives of the library with respect to collection development

C) A system for evaluating staff performance

D) A method for cataloguing library materials

Answer: B) A plan for carrying out the objectives of the library with respect to collection development

613. What is emphasized as important for the acquisition program, according to Gelfand?

A) The program should be rigid and unchanging.
B) The program should have the approval and support of the authority and be widely publicized.
C) The program should only focus on purchasing new materials.
D) The program should be kept confidential to avoid scrutiny.
Answer: B) The program should have the approval and support of the authority and be widely publicized.

614. What is a method described by Gelfand for assessing the library's collection?
A) Ignoring faculty input
B) Continuous systematic analysis of weak spots in the collection
C) Random selection of materials
D) Limiting acquisitions to popular titles
Answer: B) Continuous systematic analysis of weak spots in the collection

615. What are some methods of procuring documents for a library as ?
A) Purchase, gifts, exchange, and legal or statutory obligation
B) Purchase, donation, rental, and legal provisions
C) Gifts, exchange, trial subscriptions, and legal obligations
D) Purchase, subscriptions, online databases, and gifts
Answer: A) Purchase, gifts, exchange, and legal or statutory obligation

616. What is crucial for the materials acquired by the library, ?
A) They should be the latest publications.
B) They should be appropriate to the objectives of the library.
C) They should be free of cost.
D) They should only include digital formats.
Answer: B) They should be appropriate to the objectives of the library.

617. Why are inappropriate materials considered expensive, even if received as gifts?
A) They require minimal processing.
B) They can be resold for profit.
C) They require clerical work in the order department, cataloguing, and shelf space.
D) They do not need to be catalogued.
Answer: C) They require clerical work in the order department, cataloguing, and shelf space.

618. , what should legal deposit libraries receive under statutory provisions?
A) Only textbooks
B) A selection of popular novels
C) Documents in accordance with legal obligations
D) Materials chosen by library staff
Answer: C) Documents in accordance with legal obligations

619. How long should an acquisition program be initiated for, according to Gelfand?
A) One year
B) Five years or more
C) Two years
D) Indefinitely
Answer: B) Five years or more

620. What is the role of the order department in the acquisition process?
A) To evaluate the needs of the library staff
B) To prepare the budget for acquisitions
C) To begin the procurement process once want or desire data lists are prepared
D) To catalogue all materials acquired
Answer: C) To begin the procurement process once want or desire data lists are prepared

621. What are the different ways books can be procured through purchase ?
A) Only through local booksellers
B) Directly from publishers, through distributors, or local booksellers
C) Online auctions and second-hand stores
D) Only from distributors and publishers
Answer: B) Directly from publishers, through distributors, or local booksellers

622. Why might publishers prefer not to sell books directly?
A) They want to avoid dealing with libraries.
B) They prefer sales through distributors or local booksellers.
C) They are unable to provide discounts.
D) They do not have enough inventory.
Answer: B) They prefer sales through distributors or local booksellers.

623. What is one advantage of purchasing from a local bookseller?
A) They always offer the lowest prices.
B) The librarian can physically inspect the book

or ask for it on an approval basis.
C) They provide a wider selection of foreign publications.
D) They handle all the cataloguing for the library.
Answer: B) The librarian can physically inspect the book or ask for it on an approval basis.

624. What is a potential disadvantage of using local booksellers?
A) They may not offer new titles.
B) They may exert undue pressure for the purchase of unrelated and unwanted books.
C) They are often out of stock.
D) They charge more than online retailers.
Answer: B) They may exert undue pressure for the purchase of unrelated and unwanted books.

625. How long might a library prefer to rely on a sole agent for book supplies?
A) 1 year
B) 2 or 3 years
C) Indefinitely
D) 5 years
Answer: B) 2 or 3 years

626. Why is it not advisable for larger libraries to rely solely on a single supplier?
A) They may charge too much for shipping.
B) The supplier may only offer popular titles with high profit margins.
C) They can provide better customer service.
D) They always have a limited selection.
Answer: B) The supplier may only offer popular titles with high profit margins.

627. What is recommended for managing suppliers in a library?
A) Rely on a single supplier for all needs.
B) Prepare a panel of suppliers with agreed terms and conditions of supply.
C) Purchase from the same supplier indefinitely.
D) Avoid creating supplier panels altogether.
Answer: B) Prepare a panel of suppliers with agreed terms and conditions of supply.

628. What challenges are mentioned regarding the acquisition of foreign publications?
A) High prices and limited availability
B) Lack of foreign exchange and restrictive customs and import regulations
C) Difficulties in shipping
D) Lack of interest from domestic suppliers
Answer: B) Lack of foreign exchange and restrictive customs and import regulations

629. How can libraries acquire foreign publications more efficiently?
A) By using local currency for all transactions
B) By purchasing directly through foreign agents
C) By only relying on domestic suppliers
D) By avoiding foreign publications entirely
Answer: B) By purchasing directly through foreign agents

630. What resource is suggested for finding international book dealers?
A) The local library network
B) The Publishers' International Year Book
C) Online bookstores
D) Government publications
Answer: B) The Publishers' International Year Book

631. What types of materials can a library receive as gifts?
A) Only rare manuscripts
B) Private collections, few books, and back issues of periodicals
C) Only books from publishers
D) Donations exclusively from public libraries
Answer: B) Private collections, few books, and back issues of periodicals

632. When making a public appeal for donations, how should a library frame its request?
A) General and broad in nature
B) Very specific in nature
C) Focused only on rare materials
D) Only appealing to wealthy donors
Answer: B) Very specific in nature

633. What should a library consider when accepting gifts?
A) All materials should be accepted regardless of relevance.
B) Inappropriate materials, even if free, should not be acquired.
C) The condition of the donor should be considered.
D) All gifts must be kept in a special collection.
Answer: B) Inappropriate materials, even if free, should not be acquired.

634. How are personal collections of significant personalities typically handled by libraries?
A) They are discarded if not needed.
B) They are integrated into the main collection without discrimination.
C) They are kept separately as special collections.
D) They are only displayed for public viewing.
Answer: C) They are kept separately as special collections.

635. Why might research libraries prefer to engage in exchanges?
A) They can obtain materials that are not available for sale or general distribution.
B) They want to donate surplus materials.
C) Exchanges are always more cost-effective.
D) They avoid purchasing materials altogether.
Answer: A) They can obtain materials that are not available for sale or general distribution.

636. What is required for a library to seek materials through exchange?
A) The library must be part of a national network.
B) The parent organization must be able to exchange its own publications.
C) The library must have a legal deposit status.
D) The library should only exchange with local institutions.
Answer: B) The parent organization must be able to exchange its own publications.

637. What is a legal deposit?
A) A system of borrowing books from other libraries
B) A requirement for national libraries to receive all published materials in the country
C) A method for purchasing rare books at auctions
D) A policy for donating books to schools
Answer: B) A requirement for national libraries to receive all published materials in the country

638. Under the Delivery of Books Act, 1954, where must books and periodicals published in the country be sent?
A) Only to the local library
B) To the National Library in Calcutta and three other libraries in Delhi, Bombay, and Madras
C) To every public library in the country
D) To the publishers for archiving
Answer: B) To the National Library in Calcutta and three other libraries in Delhi, Bombay, and Madras

639. What kind of materials may international organizations like UNESCO send to libraries?
A) Only books published in the host country
B) Free copies of their publications to depository libraries
C) Only reports that are available for purchase
D) Donations of outdated materials
Answer: B) Free copies of their publications to depository libraries

640. What limitation may libraries face when receiving materials from international organizations?
A) They must pay for all materials.
B) They may not be able to scrutinize the materials to be received.
C) They can choose which materials to accept.
D) They only receive materials once a year.
Answer: B) They may not be able to scrutinize the materials to be received.

641. What types of documents are needed by an academic library?
A) Only textbooks and journals
B) Conventional, non-conventional, and meta documents
C) Only rare books and manuscripts
D) Only digital materials
Answer: B) Conventional, non-conventional, and meta documents

642. Which level of document selection covers all significant works?
A) Basic level
B) Research level
C) Comprehensive level
D) Study level
Answer: C) Comprehensive level

643. What is included in the research level of document selection?
A) Major dictionaries and encyclopedias
B) Basic monographs and representative journals
C) Important reference works and extensive collections of journals
D) Minimal reference tools
Answer: C) Important reference works and extensive collections of journals

644. Which of the following is NOT one of the basic principles for book selection?
A) Procure any book that can be used with advantage by the library
B) Avoid purchasing duplicate copies of popular books
C) Select books that aim at human development
D) Stick to the selection policy once decided
Answer: B) Avoid purchasing duplicate copies of popular books

645. What criteria should be considered when selecting reference works?
A) Cost and physical characteristics only
B) Authority of the author and scope of the work
C) Popularity among students
D) Availability of digital formats
Answer: B) Authority of the author and scope of the work

646. Non-book materials are to be selected based on all of the following criteria EXCEPT:
A) Technical aspects like clarity and intelligibility
B) Personal opinions of the librarian
C) Interest developed by the material
D) Appropriateness of concepts and narration
Answer: B) Personal opinions of the librarian

647. Which issue should NOT be considered when selecting documents for an academic library?
A) The balance between instructional and research needs
B) The amount of funding available for acquisitions
C) The extent to which rare books can be acquired
D) Whether to acquire multiple copies of textbooks
Answer: B) The amount of funding available for acquisitions

648. Which of the following is an important source for selecting documents in the USA?
A) British National Bibliography
B) Books in Print, R.R. Bowker
C) Indian National Bibliography
D) Publishers Weekly, London
Answer: B) Books in Print, R.R. Bowker

649. Which method is NOT mentioned as a way to acquire documents for a library?
A) Purchase
B) Gift
C) Donation from alumni
D) Exchange
Answer: C) Donation from alumni

650. What is the purpose of general funds, also known as "Unallocated Funds," in a library?
A) To purchase digital materials only
B) To fill gaps in the library collection and purchase special collections
C) To be used exclusively for purchasing textbooks
D) To pay for library staff salaries
Answer: B) To fill gaps in the library collection and purchase special collections

BLOCK 3

Staffing pattern and staff development for academic libraries

Unit-9

Norms and patterns of staffing

651. What is the primary function of staffing in an organization?
A) Buying books for the library
B) Maintaining equipment
C) Employment, training, and creating a conductive environment
D) Setting financial goals
Answer: C) Employment, training, and creating a conductive environment

652. According to Mac Farland, staffing is the function by which managers do what?
A) Organize book collections
B) Build an organization through recruitment, selection, and development of employees
C) Train only top-level management
D) Provide financial assistance to employees
Answer: B) Build an organization through recruitment, selection, and development of employees

653. Which of the following is NOT a category of staff in academic libraries?
A) Professional Staff
B) Technical Staff
C) Supporting (administrative) Staff
D) Volunteer Staff
Answer: D) Volunteer Staff

654. What types of positions are generally considered as professional staff in a university library?
A) Clerical positions only
B) Professional Assistant, Assistant Librarian, Deputy Librarian, and Librarian
C) Security and maintenance staff
D) Marketing and sales positions
Answer: B) Professional Assistant, Assistant Librarian, Deputy Librarian, and Librarian

655. In a college library, which positions are commonly considered professional?
A) Only the library attendants
B) Only the clerks
C) Professional Assistant and Librarian
D) Library volunteers
Answer: C) Professional Assistant and Librarian

656. Which of the following jobs is NOT typically performed by professional library staff?
A) Classification
B) Information service
C) Building maintenance
D) Cataloguing
Answer: C) Building maintenance

657. Which job involves organizing library materials by subject or topic?
A) Abstracting
B) Cataloguing
C) Book ordering
D) Classification
Answer: D) Classification

658. The primary role of a librarian in a school library typically falls under which category of staff?
A) Administrative staff
B) Supporting (technical) staff
C) Professional staff
D) Paraprofessional staff
Answer: C) Professional staff

659. What type of service in a library involves helping users find specific information?
A) Building maintenance
B) Classification
C) Reference service
D) Cataloguing
Answer: C) Reference service

660. Which category of library staff may include roles focused on technical or paraprofessional support?
A) Professional Staff
B) Supporting (administrative) Staff
C) Supporting (technical) or Paraprofessional Staff
D) Volunteer Staff
Answer: C) Supporting (technical) or Paraprofessional Staff

661. What primary role is required of the professional library staff in the Information Age?
A) Maintaining traditional cataloging methods
B) Achieving the objectives of library and information services
C) Reducing the number of library resources
D) Limiting the use of technology in libraries
Answer: B) Achieving the objectives of library and information services

662. How has the role of libraries evolved due to social and technological developments?
A) Libraries have become solely focused on acquiring physical books
B) Libraries have become platforms for knowledge generation and exchange
C) Libraries have decreased their involvement in digital resources
D) Libraries have stopped adapting to new developments
Answer: B) Libraries have become platforms for knowledge generation and exchange

663. Which of the following was one of the major library movements during the post-war era?
A) The development of online databases
B) The movement of library consortia
C) The introduction of digital resources

D) The removal of traditional cataloging systems
Answer: B) The movement of library consortia

664. What shift in library approach is mentioned to enhance collaborative access?
A) Traditional acquisition-only methods
B) Interface with computer technology
C) Limiting resources to printed materials
D) Using manual search methods
Answer: B) Interface with computer technology

665. In modern libraries, how is information retrieval typically conducted?
A) Through traditional cataloging methods
B) Through manual book searches
C) From online catalogues and bibliographical databases
D) Only by the librarian's intervention
Answer: C) From online catalogues and bibliographical databases

666. How has the librarian's role shifted in relation to users' information needs?
A) Librarians have less interaction with users
B) Librarians now act as intermediaries between users and knowledge
C) Users no longer need assistance from librarians
D) Librarians focus only on collection maintenance
Answer: B) Librarians now act as intermediaries between users and knowledge

667. What additional fields of study does the librarian need to apply for understanding user needs?
A) Mathematics and physics
B) Communication theory, psychology, and sociology
C) Chemistry and biology
D) Finance and accounting
Answer: B) Communication theory, psychology, and sociology

668. Which concept is emphasized for librarians to predict knowledge needs?
A) Solely focusing on documented-centered approaches
B) Adopting mission-oriented approaches
C) Developing theoretical bases for information needs of different users
D) Limiting knowledge sources to traditional methods
Answer: C) Developing theoretical bases for information needs of different users

669. The traditional role of librarians in organizing and retrieving knowledge has shifted towards which new role?
A) Managing physical library resources
B) Directly assisting users in online searching
C) Only cataloging library materials
D) Avoiding technology use
Answer: B) Directly assisting users in online searching

670. Which of the following is essential for librarians to help users become independent in online searching?
A) Limiting online access
B) Providing instructions through formal and informal methods
C) Reducing the number of digital resources
D) Restricting users to physical materials
Answer: B) Providing instructions through formal and informal methods

671. What minimum qualification is typically required for a para-professional staff member in a library?
A) A master's degree in Library Science
B) A senior secondary examination pass and a certificate or diploma in Library Science
C) A bachelor's degree in any subject
D) Only a senior secondary examination pass
Answer: B) A senior secondary examination pass and a certificate or diploma in Library Science

672. Which of the following tasks is commonly performed by para-professional staff in libraries?
A) Developing library policies
B) Accessioning of books and documents
C) Selecting books for the collection
D) Providing reference services
Answer: B) Accessioning of books and documents

673. What is the primary role of para-professional staff in a library setting?
A) Management of library resources and policies
B) Supporting technical operations, such as cataloging and shelving

C) Conducting research for library users
D) Organizing events and programs for patrons
Answer: B) Supporting technical operations, such as cataloging and shelving

674. Which of the following tasks is generally assigned to administrative staff in a library?
A) Classification of library materials
B) Maintenance of personnel records
C) Cataloging books and periodicals
D) Organizing library programs
Answer: B) Maintenance of personnel records

675. Para-professional staff in a library may perform which of the following activities?
A) Registering periodicals
B) Maintaining service records
C) Ordering new books
D) Deciding on library funding
Answer: A) Registering periodicals

676. What is a typical duty of administrative staff in libraries?
A) Typing catalogue cards and bibliographies
B) Preparation of books for binding
C) Maintenance of accounts for staff salaries and bills
D) Shelving books and documents
Answer: C) Maintenance of accounts for staff salaries and bills

677. Which task related to book circulation is generally handled by para-professional staff?
A) Document indexing
B) Book selection
C) Charging and discharging of books
D) Library budgeting
Answer: C) Charging and discharging of books

678. Which of the following is NOT typically a responsibility of administrative staff in a library?
A) Housekeeping and sanitary duties
B) Stock-taking and shelving
C) Maintenance of personal files and service books
D) Typing tasks not related to cataloging or bibliographies
Answer: B) Stock-taking and shelving

679. Who among the library staff usually assists in the preparation of books and periodicals for binding?
A) Librarians
B) Para-professional staff
C) Administrative staff
D) External contractors
Answer: B) Para-professional staff

680. In a library, the administrative staff may perform which of the following tasks related to store maintenance?
A) Accessioning books
B) Preparation of book selection slips
C) Purchasing and maintaining stock registers for consumable and non-consumable items
D) Inter-library loan services
Answer: C) Purchasing and maintaining stock registers for consumable and non-consumable items

681. What is the purpose of Ranganathan's General Staff Formula in library management?
A) To calculate book inventory requirements
B) To determine staff strength based on the library's workload
C) To plan the library's budget allocation
D) To identify new library facilities
Answer: B) To determine staff strength based on the library's workload

682. According to Ranganathan's formula, what does the term "SB" represent?
A) Number of seats for readers
B) Number of books accessioned in a year
C) Number of persons in the book section
D) Number of periodicals currently taken
Answer: C) Number of persons in the book section

683. In Ranganathan's formula, how is the required number of staff in the circulation section (SC) calculated?
A) G / 1500
B) A / 3000
C) SB / 30,000
D) (R / 50)(W / 250)
Answer: A) G / 1500

684. Which section requires a professional for every 500 periodicals, according to Ranganathan's assumptions?
A) Technical section
B) Reference section
C) Book section

D) Periodicals section
Answer: D) Periodicals section

685. What does "ST" denote in Ranganathan's General Staff Formula?
A) Number of persons in the technical section
B) Number of periodicals abstracted and indexed
C) Total staff in the library
D) Number of gate-hours for a year
Answer: A) Number of persons in the technical section

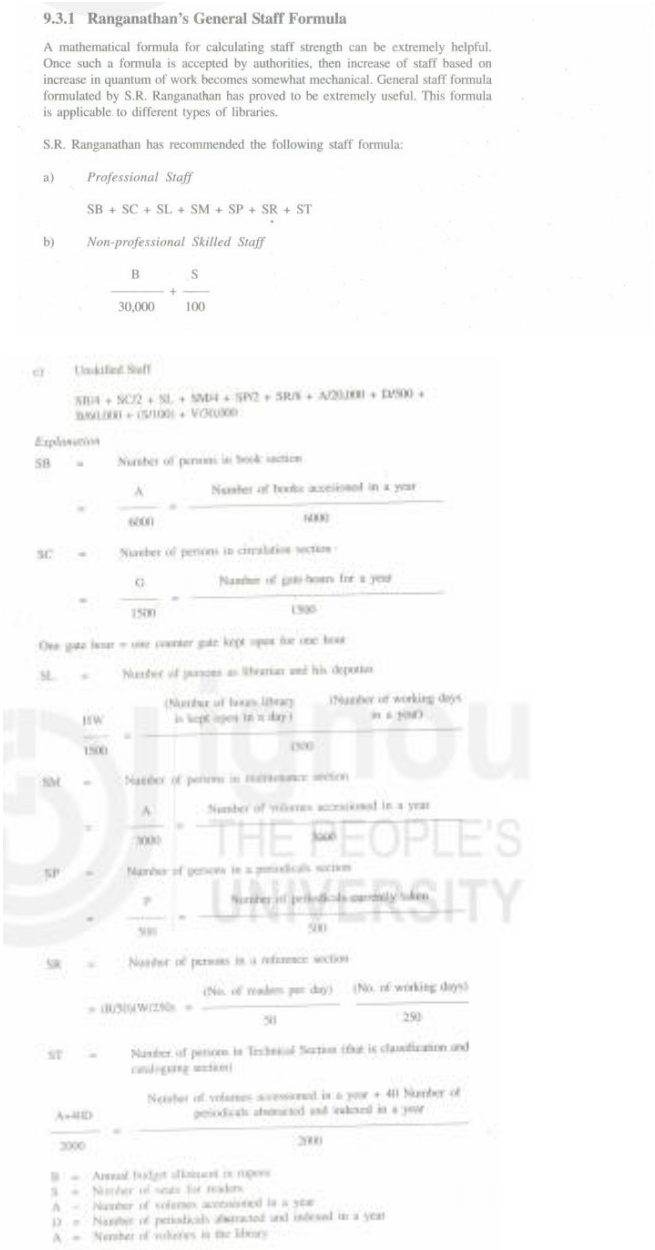
686. In the formula, what does "A" represent?
A) Number of periodicals taken
B) Number of persons in the maintenance section
C) Number of volumes accessioned in a year
D) Annual budget allotment in rupees
Answer: C) Number of volumes accessioned in a year

687. How is the number of persons required in the reference section (SR) calculated?
A) By dividing the number of readers per day by 50
B) By multiplying the number of readers per day and the number of working days
C) By adding the number of periodicals and books
D) By dividing the total annual budget by 500
Answer: A) By dividing the number of readers per day by 50

688. According to Ranganathan's formula, "S" represents which of the following?
A) Number of seats for readers
B) Number of staff required in the maintenance section
C) Number of volumes in the library
D) Number of gate-hours per year
Answer: A) Number of seats for readers

689. In Ranganathan's General Staff Formula, which factor affects the calculation of unskilled staff (SB / 4 + SC / 2 + …)?
A) Number of volumes in the library
B) Number of working days
C) Annual budget allotment
D) Number of gate-hours for a year
Answer: A) Number of volumes in the library

690. What key assumption underlies Ranganathan's staff formula?
A) Every staff member must handle 100 periodicals per year.
B) Staff requirement is based on historical experience and workload estimates.
C) Libraries should maintain a fixed staff strength.
D) Each library section requires equal staffing.
Answer: B) Staff requirement is based on historical experience and workload estimates.



9.3.1 Ranganathan's General Staff Formula

A mathematical formula for calculating staff strength can be extremely helpful. Once such a formula is accepted by authorities, then increase of staff based on increase in quantum of work becomes somewhat mechanical. General staff formula formulated by S.R. Ranganathan has proved to be extremely useful. This formula is applicable to different types of libraries.

S.R. Ranganathan has recommended the following staff formula:

a) *Professional Staff*

SB + SC + SL + SM + SP + SR + ST

b) *Non-professional Skilled Staff*

$$\frac{B}{30,000} + \frac{S}{100}$$

c) Unskilled Staff

SB/4 + SC/2 + SL + SM/4 + SP/2 + SR/8 + A/20,000 + D/500 + B/60,000 + (5/1000 + V/30,000

Explanation

SB = Number of persons in book section

$$= \frac{A}{6000} = \frac{\text{Number of books accessioned in a year}}{6000}$$

SC = Number of persons in circulation section

$$= \frac{G}{1500} = \frac{\text{Number of gate-hours for a year}}{1500}$$

One gate hour = one counter gate kept open for one hour

SL = Number of persons as librarian and his deputies

$$\frac{HW}{1500} = \frac{(\text{Number of hours library is kept open in a day}) \times (\text{Number of working days in a year})}{1500}$$

SM = Number of persons in maintenance section

$$= \frac{A}{3000} = \frac{\text{Number of volumes accessioned in a year}}{3000}$$

SP = Number of persons in a periodicals section

$$= \frac{P}{500} = \frac{\text{Number of periodicals currently taken}}{500}$$

SR = Number of persons in a reference section

$$= (R/50)(W/250) = \frac{(\text{No. of readers per day}) \times (\text{No. of working days})}{50 \quad 250}$$

ST = Number of persons in Technical Section (that is classification and cataloguing section)

$$\frac{A+4D}{2000} = \frac{\text{Number of volumes accessioned in a year} + 4(\text{Number of periodicals abstracted and indexed in a year})}{2000}$$

B = Annual budget allotment in rupees
S = Number of seats for readers
A = Number of volumes accessioned in a year
D = Number of periodicals abstracted and indexed in a year
A = Number of volumes in the library

Source: IGNOU MLIS Books

691. Who chaired the UGC Library Committee established in 1957?
A) Dr. S.R. Ranganathan
B) Dr. S. Dasgupta
C) Dr. H.C. Narang
D) Dr. P.N. Kaula
Answer: A) Dr. S.R. Ranganathan

692. According to the UGC Library Committee, what is the staff requirement for

the Book Section in university libraries?
A) One person for every 1,000 volumes added in a year
B) One person for every 6,000 volumes added in a year
C) One person for every 10,000 volumes added in a year
D) One person for every 500 volumes added in a year
Answer: B) One person for every 6,000 volumes added in a year

693. For the Periodical Publications Section, the UGC Library Committee initially recommended one person for every _____ current periodicals taken.
A) 1,000
B) 500
C) 200
D) 1,500
Answer: B) 500

694. What staffing norm did the UGC Library Committee suggest for the Documentation Section?
A) One person for every 1,500 entries prepared in a year
B) One person for every 500 entries prepared in a year
C) One person for every 1,000 entries prepared in a year
D) One person for every 2,000 entries prepared in a year
Answer: C) One person for every 1,000 entries prepared in a year

695. How many staff members did the UGC Library Committee recommend for the Technical Section per 2,000 volumes added in a year?
A) One
B) Two
C) Three
D) Four
Answer: A) One

696. For the Reference Section, the UGC Library Committee recommended one staff member for every _____ readers in a day.
A) 20
B) 100
C) 50
D) 150
Answer: C) 50

697. In the Circulation Section, the UGC Library Committee suggested one person for every _____ hours that a library gate must remain open annually.
A) 1,000
B) 1,500
C) 2,000
D) 500
Answer: B) 1,500

698. According to the UGC Library Committee, how many unskilled staff members are required for every 30,000 volumes in a library?
A) One
B) Two
C) Three
D) Four
Answer: A) One

699. What administrative staff positions did the UGC Library Committee recommend as a minimum for university libraries?
A) One library accountant and two steno-typists
B) One library accountant, one steno-typist, and one correspondence clerk
C) Two steno-typists and one librarian
D) One typist and one clerk
Answer: B) One library accountant, one steno-typist, and one correspondence clerk

700. Later, S.R. Ranganathan suggested a revision in the staffing norms for the Periodical Publications Section, recommending one person per _____ periodicals subscribed.
A) 1,000
B) 500
C) 1,500
D) 2,000
Answer: C) 1,500

UGC Library Committee Staffing Recommendations

Section	Initial Staff Requirement	Later Changes Suggested by Dr. S.R.

		Ranganathan
Book Section	One person for every 6,000 volumes added annually	No change
Periodical Publications Section	One person for every 500 current periodicals	Revised to one person for every 1,500 periodicals subscribed
Documentation Section	One person for every 1,000 entries prepared annually	Revised to 30 research workers for each university (to work alongside NISCAIR and abstracting services)
Technical Section	One person for every 2,000 volumes added annually	No change
Maintenance Section	- One person for every 6,000 volumes added annually - One person for every 500 volumes to be replaced daily - One person for every 100,000 volumes in the library	Revised to one person for every 1,500 volumes newly added and 50,000 volumes maintained
Administrative Section	Minimum of one library accountant, one steno-typist, and one correspondence clerk	
Reference Section	One person for every 50 readers daily (excluding textbook users)	No change
Circulation Section	One person for every 1,500 hours the library gate remains open annually	No change
Supervisory Section	One Librarian and one Assistant or Deputy Librarian	No change
Unskilled Staff	- One cleaner per 30,000 volumes in the library - One attendant for every 6,000 volumes added annually - One attendant per 500 current periodicals - Additional attendants for shifts in the Circulation Section and other routine tasks	No change

701. According to S.R. Ranganathan's revised norms, one person in the Periodical Publications Section is sufficient for every _____ periodicals subscribed.

A) 1,000

B) 1,500
C) 500
D) 2,000
Answer: B) 1,500

702. How many research workers did Ranganathan recommend for the Documentation Section to supplement INSDOC's work?
A) 15
B) 30
C) 20
D) 10
Answer: B) 30

703. In the Maintenance Section, Ranganathan suggested that one person is required for every _____ volumes newly added and _____ volumes maintained.
A) 1,500; 50,000
B) 3,000; 60,000
C) 500; 20,000
D) 1,000; 10,000
Answer: A) 1,500; 50,000

704. The UGC Workshop at Khandala in 1979 recommended a basic staff structure for a college library serving _____ students and holding _____ volumes.
A) 1,000 students; 10,000 volumes
B) 500 students; 5,000 volumes
C) 2,000 students; 20,000 volumes
D) 250 students; 2,500 volumes
Answer: B) 500 students; 5,000 volumes

705. For a college library with 500 students, the basic recommended staff includes _____ Library Attendants.
A) 1
B) 2
C) 3
D) 4
Answer: C) 3

706. How many additional Library Assistants and Attendants should be added for every increase of 500 students, according to the UGC Workshop recommendations?
A) 1 Library Assistant and 2 Library Attendants
B) 2 Library Assistants and 1 Library Attendant
C) 1 Library Clerk and 2 Library Attendants
D) 2 Library Assistants and 3 Library Attendants
Answer: A) 1 Library Assistant and 2 Library Attendants

707. If a college library collection grows by an additional 25,000 volumes (up to a limit of 80,000 volumes), the UGC recommends appointing: A) 2 Library Clerks
B) 1 Library Assistant and 2 Library Attendants
C) 2 Library Attendants and 1 Assistant Librarian
D) 1 Library Clerk and 1 Library Attendant
Answer: B) 1 Library Assistant and 2 Library Attendants

708. At what student strength threshold does the UGC recommend adding one more Assistant Librarian and one Library Clerk?
A) 1,500 students
B) 2,000 students
C) 1,000 students
D) 3,000 students
Answer: B) 2,000 students

709. The tentative framework suggested by the UGC for college libraries includes which of the following main functions?
A) Acquisition of new books, reference service, administration
B) Technical processing service, binding service, budget management
C) Periodicals, digital cataloging, shelf management
D) User feedback analysis, inventory management, circulation
Answer: A) Acquisition of new books, reference service, administration

710. According to the UGC Workshop recommendations, which of the following functions is not directly included in the college library's framework?
A) Documentation
B) Cataloging
C) Inventory control
D) Supervision
Answer: C) Inventory control

UGC Workshop (Khandala) 1979 Staffing Recommendations for College Libraries

Library Staff Position	Basic Staff Requirement (for 500 students and 5,000 volumes)

Librarian	1
Assistant Librarian	1
Library Assistant	2
Library Clerk-cum-Typist	1
Library Attendants	3
Total Staff	8

Additional Staffing Based on Student Enrollment and Volume Collection

Criteria	Additional Staff Required
For every additional 500 students enrolled	1 Library Assistant and 2 Library Attendants
For every additional 25,000 volumes (up to 80,000 volumes)	1 Library Assistant and 2 Library Attendants
When student strength exceeds 2,000	1 additional Assistant Librarian and 1 Library Clerk

Library Functions Framework for Staffing

The recommendations above were based on the following core library functions expected in a college library:

- **Acquisition of New Books**
- **Periodicals Management**
- **Technical Processing**
- **Reference Services**
- **Circulation of Books**
- **Maintenance**
- **Administration**
- **Supervisory Work**
- **Documentation**

711. According to UGC recommendations, how many attendants are provided in a Delhi University day college library with a collection of over 30,000 volumes?
A) 2
B) 3
C) 4
D) 5
Answer: C) 4

712. For an extended Delhi University day college with over 1,500 students, how many additional attendants are sanctioned?
A) 1
B) 2
C) 3
D) 4
Answer: B) 2

713. If a Delhi University day college library is open for 12 hours, how many additional attendants are provided?
A) 1
B) 2
C) 3
D) 4
Answer: B) 2

714. In Delhi University evening colleges, what is the sanctioned staff for a library with a collection up to 15,000 volumes?
A) 1 Librarian, 2 Library Assistants, 1 Typist, 2 Attendants
B) 1 Librarian, 1 Library Assistant, 1 Typist, 3 Attendants
C) 1 Librarian, 3 Library Assistants, 1 Typist, 2 Attendants
D) 1 Librarian, 2 Professional Assistants, 1 Typist, 4 Attendants
Answer: A) 1 Librarian, 2 Library Assistants, 1 Typist, 2 Attendants

715. For a Delhi University evening college library with a collection of more than 30,000 volumes, how many attendants are provided according to UGC recommendations?
A) 2
B) 3
C) 4

D) 5
Answer: C) 4

716. In a Delhi University evening college, what percentage of attendants are placed on the senior scale if the collection is above 30,000 volumes?
A) 25%
B) 40%
C) 50%
D) 75%
Answer: C) 50%

717. The UGC recommends that if both day and evening colleges share the same premises, they should have:
A) Separate libraries and staff for each college
B) Common library staff with no discrimination
C) Separate collection development budgets
D) Separate administrative staff only
Answer: B) Common library staff with no discrimination

718. According to UGC guidelines, in a Delhi University day college library with a collection between 15,000 and 30,000 volumes, the number of attendants should be:
A) 2
B) 3
C) 4
D) 5
Answer: B) 3

719. In the Delhi University day college library system, the designated position of 'Professional Assistant' is sanctioned for:
A) Only evening colleges
B) Only day colleges
C) Both day and evening colleges equally
D) Libraries with a collection over 30,000 volumes
Answer: C) Both day and evening colleges equally

720. In the context of Delhi University college libraries, one of the main arguments for having a shared library for both day and evening colleges is to:
A) Reduce the need for building expansions
B) Save funds for extended collections and services
C) Allow separate staff but shared collections
D) Enhance security and library hours
Answer: B) Save funds for extended collections and services

the staffing norms recommended by the **AICTE for technical institutions** and the suggested staffing patterns for **different levels of schools** in India:

Norms of AICTE for Technical Institutions

Library Staff Position	**Required Staff**	**Initial Stock**
Librarian	1	4,000 volumes of books, 36 journals (18 national, 18 international)
Assistant Librarian	1	
Assistants	4	

(Source: Handbook of Norms and Standards of AICTE, 1999)

Norms of Staffing for Different Levels of Schools

Type of School	**Library Staff Position**	**Required Staff**
Senior Secondary School	Librarian	1
	Assistant Librarian	1
	Class D Staff	1
Secondary School	Librarian	1
	Assistant Librarian	1
	Class D Staff	1
Middle School	Librarian	1
	Class D Staff	1

Primary School	Teacher in charge	1 (part-time)

This table captures the essential staffing requirements as per the norms established by AICTE and the suggested patterns for various school levels in India.

721. What is the recommended initial stock of books for a technical institution according to AICTE norms?
A) 2000 volumes
B) 3000 volumes
C) 4000 volumes
D) 5000 volumes
Answer: C) 4000 volumes

722. According to AICTE norms, how many assistants should a technical institution library have with an initial stock of 4000 volumes?
A) 2
B) 3
C) 4
D) 5
Answer: C) 4

723. What is the required staff composition for a technical institution library according to AICTE?
A) 1 Librarian, 2 Assistant Librarians, 3 Assistants
B) 1 Librarian, 1 Assistant Librarian, 4 Assistants
C) 2 Librarians, 1 Assistant Librarian, 3 Assistants
D) 1 Librarian, 3 Assistant Librarians, 4 Assistants
Answer: B) 1 Librarian, 1 Assistant Librarian, 4 Assistants

724. Which of the following is NOT a type of school listed under the norms of school libraries in India?
A) Senior Secondary School
B) Higher Secondary School
C) Vocational School
D) Primary School
Answer: C) Vocational School

725. What is the minimum staff requirement for a middle/high/higher secondary school library in India?
A) 1 Librarian and 2 Attendants
B) 1 Librarian and 1 Attendant
C) 1 Assistant Librarian and 1 Attendant
D) 2 Librarians and 1 Attendant
Answer: B) 1 Librarian and 1 Attendant

726. For a Senior Secondary School, the recommended staffing pattern includes:
A) 1 Librarian, 1 Assistant Librarian, 1 Class D Staff
B) 1 Librarian, 1 Class D Staff
C) 2 Librarians, 1 Assistant Librarian
D) 1 Librarian, 2 Assistants
Answer: A) 1 Librarian, 1 Assistant Librarian, 1 Class D Staff

727. In a Primary School, who is typically in charge of the library?
A) A dedicated librarian
B) A trained library assistant
C) One of the schoolteachers
D) A part-time librarian
Answer: C) One of the school teachers

728. For a Secondary School library, the suggested staffing pattern is:
A) 1 Librarian, 1 Assistant Librarian, 1 Class D Staff
B) 1 Librarian, 1 Class D Staff
C) 1 Assistant Librarian, 1 Class D Staff
D) 2 Librarians, 1 Class D Staff
Answer: A) 1 Librarian, 1 Assistant Librarian, 1 Class D Staff

729. The staffing pattern for a Middle School library consists of:
A) 1 Librarian and 1 Class D Staff
B) 1 Librarian and 2 Assistants
C) 1 Assistant Librarian and 1 Attendant
D) 1 Librarian only
Answer: A) 1 Librarian and 1 Class D Staff

730. Which organization is responsible for recommending the norms for the library of a technical institution in India?
A) UGC
B) AICTE
C) NCTE
D) NCERT
Answer: B) AICTE

731. What is the minimum qualification required for the post of Librarian in a university library?
A) bachelor’s degree in library science
B) Master's Degree in Library Science with at

least 55% marks
C) M.Phil. in Library Science
D) Ph.D. in Library Science
Answer: B) Master's Degree in Library Science with at least 55% marks

732. According to UGC norms, how many years of experience is required for the position of Librarian?
A) 5 years
B) 10 years
C) 13 years as a Deputy Librarian or 18 years as a College Librarian
D) No experience required
Answer: C) 13 years as a Deputy Librarian or 18 years as a College Librarian

733. Which of the following is a desirable qualification for the position of Librarian?
A) M.Phil. or Ph.D. in Library Science
B) bachelor's degree in library science
C) Experience as a Library Assistant
D) Certification in Library Management
Answer: A) M.Phil. or Ph.D. in Library Science

734. For the position of Deputy Librarian, what is the minimum experience required as an Assistant University Librarian or College Librarian?
A) 2 years
B) 3 years
C) 5 years
D) 10 years
Answer: C) 5 years

735. What is a key requirement for the post of Assistant Librarian/Documentation Officer?
A) At least 10 years of experience
B) Qualifying in the national-level test conducted by UGC
C) A Ph.D. degree in Library Science
D) Experience in teaching library science
Answer: B) Qualifying in the national-level test conducted by UGC

736. What is the minimum academic record percentage required for an Assistant Librarian position?
A) 50%
B) 55%
C) 60%
D) 65%
Answer: B) 55%

737. Which of the following is a requirement for the position of Deputy Librarian?
A) Experience in library computerization
B) M.Phil. in any subject
C) 10 years as a College Librarian
D) No specific experience required
Answer: A) Experience in library computerization

738. What is an essential qualification for the Assistant Librarian/Documentation Officer role?
A) Master's Degree in any field
B) A minimum of 5 years of library experience
C) A professional degree in Library Science with good academic records
D) Experience in library management software
Answer: C) A professional degree in Library Science with good academic records

739. What is one of the requirements for the post of Librarian regarding innovative library service?
A) Evidence of innovative library service
B) Experience in public relations
C) Participation in library workshops
D) Skills in web development
Answer: A) Evidence of innovative library service

740. According to UGC norms, what is required for the qualification of Deputy Librarian in terms of published work?
A) No requirement for published work
B) Evidence of innovative library services and published work
C) Only published work in international journals
D) Three publications in any field
Answer: B) Evidence of innovative library services and published work

741. What is the minimum qualification required for the post of College Librarian as per UGC norms?
A) Bachelor's Degree in Library Science
B) Master's Degree in Library Science with at least 55% marks
C) Ph.D. in Library Science
D) No specific qualification required

Answer: B) Master's Degree in Library Science with at least 55% marks

742. Which of the following is a requirement for the College Librarian position?
A) Experience in a public library
B) Qualifying in the national-level test conducted by UGC
C) At least 5 years of teaching experience
D) Certification in library management software
Answer: B) Qualifying in the national-level test conducted by UGC

743. According to the UGC and AICTE norms, what degree is required for a school librarian?
A) B.A. or B.Sc. and a degree in library and information science
B) Only a Master's Degree in Library Science
C) Any graduate degree
D) No specific educational qualification
Answer: A) B.A. or B.Sc. and a degree in library and information science

744. What is the minimum qualification for an Assistant Librarian in a school library?
A) Bachelor's Degree in Library Science
B) Higher Secondary/Senior Secondary and a Certificate in Library Science
C) A Master's Degree in any field
D) No qualifications required
Answer: B) Higher Secondary/Senior Secondary and a Certificate in Library Science

745. What is the qualification required for Class "D" staff in a school library?
A) B.A. or B.Sc.
B) Matriculate/High School with some experience in a library
C) master's degree in library science
D) No specific qualifications
Answer: B) Matriculate/High School with some experience in a library

746. According to UGC norms, what should be the status of a school librarian?
A) Lower than a schoolteacher
B) The same as that of a schoolteacher
C) Equal to a principal
D) Not specified
Answer: B) The same as that of a school teacher

747. For a college librarian, what is the required academic record percentage?
A) 50%
B) 55%
C) 60%
D) 65%
Answer: B) 55%

748. Which of the following is not a qualification for the Assistant Librarian in a school library?
A) Higher Secondary/Senior Secondary
B) Certificate in Library Science
C) bachelor's degree in library science
D) Diploma in Library Science
Answer: C) bachelor's degree in library science

After this the Questions are for General knowledge, you should attempt these are not mandatory

749. What does the AICTE recommend as a desirable qualification for a College Librarian?
A) Ph.D. in Library Science
B) National-level test qualification
C) Experience in library management
D) M.Phil. in Library Science
Answer: B) National-level test qualification

750. What is an essential requirement for a school librarian according to the norms?
A) A master's degree in library science
B) Comparable qualifications to schoolteachers in salary and facilities
C) At least 5 years of experience in a library
D) Experience in teaching
Answer: B) Comparable qualifications to schoolteachers in salary and facilities

751. What does the term 'selection' refer to in the context of library staffing?
A) Making decisions about job openings
B) Deciding the salary scales
C) Providing training for new staff
D) Recruiting volunteers
Answer: A) Making decisions about job openings

752. According to the selection process, applicants should be considered without regard

to which of the following factors?
A) Performance
B) Qualifications
C) Race, sex, caste, and religion
D) Work experience
Answer: C) Race, sex, caste, and religion

753. What is the most important task when appointing a Chief Librarian?
A) Conducting a written test
B) Inviting a suitable candidate for an interview
C) Negotiating salary
D) Checking references
Answer: B) Inviting a suitable candidate for an interview

754. In the selection of staff members, who should have the authority to make decisions?
A) The selection committee only
B) The Chief Librarian
C) The university administration
D) The outgoing staff members
Answer: B) The Chief Librarian

755. What method may be used to test candidates for Professional Assistant positions?
A) Group interviews
B) Personality assessments
C) Written tests
D) Reference checks
Answer: C) Written tests

756. Why is it important for a Chief Librarian to be careful during the selection process?
A) To ensure diversity in the staff
B) To select only the best candidates based on merit
C) To comply with legal requirements
D) To fill positions quickly
Answer: B) To select only the best candidates based on merit

757. What should new staff members be acquainted with upon joining the library?
A) Their job and the library's policies
B) The history of the library
C) The academic credentials of their peers
D) The library's budget
Answer: A) Their job and the library's policies

758. What role does UGC play in staff development for libraries?
A) It oversees library budgets
B) It encourages continuing education and staff development
C) It mandates staffing levels
D) It provides library software
Answer: B) It encourages continuing education and staff development

759. Which of the following factors is considered crucial for employee satisfaction and performance?
A) Salary scales only
B) Working conditions
C) Job title
D) Length of service
Answer: B) Working conditions

760. What does a sound staffing program in a library depend on?
A) The experience of the Chief Librarian
B) The qualifications of staff
C) The norms laid down by various agencies
D) The budget allocated for staffing
Answer: C) The norms laid down by various agencies

761. What is considered the "passport for living in the world of the XXI century"?
A) Higher education
B) Independent learning
C) Professional qualifications
D) Research experience
Answer: B) Independent learning

762. , what role do libraries play in the information age?
A) They are conventional accessories.
B) They are essential for progress and happiness.
C) They serve only academic purposes.
D) They focus on physical collections only.
Answer: B) They are essential for progress and happiness.

763. Who is primarily responsible for cultivating abilities in learning skills and information technology among students?
A) Faculty members
B) Librarians
C) Administrative staff
D) IT professionals
Answer: B) Librarians

764. What is the relationship between librarians and independent learning skills

according to the document?
A) Librarians are not involved in teaching learning skills.
B) Librarians should develop resources for independent learning.
C) Librarians only manage physical collections.
D) Librarians focus solely on information technology.
Answer: B) Librarians should develop resources for independent learning.

765. What are the areas where librarians can develop themselves to help others?
A) Financial management
B) Human resources
C) Learning resources and guidance
D) Marketing strategies
Answer: C) Learning resources and guidance

766. What is necessary for developing learning skills ?
A) Funding for library resources
B) Sequential programs from primary to post-secondary stages
C) More librarians in schools
D) Increased focus on hardbound documents
Answer: B) Sequential programs from primary to post-secondary stages

767. What abilities should librarians develop to contribute to learning skills curriculum?
A) Ability to manage library budgets
B) Ability to locate and select resources
C) Ability to conduct research
D) Ability to network with other librarians
Answer: B) Ability to locate and select resources

768. What is a significant change in the format of materials discussed in the document?
A) Increased availability of printed books
B) Transition from hardbound documents to digital formats
C) Use of microforms exclusively
D) Decrease in the use of library resources
Answer: B) Transition from hardbound documents to digital formats

769. Why is it important for librarians to develop skills and aptitude for using changing formats of knowledge?
A) To preserve traditional library methods
B) To remain relevant in the information age
C) To reduce costs in library operations
D) To limit access to library resources
Answer: B) To remain relevant in the information age

770. , what misconception exists about the importance of librarians?
A) Librarians are well-respected professionals.
B) Librarians are seen as less important than libraries.
C) Librarians have no impact on learning.
D) Librarians are primarily involved in administration.
Answer: B) Librarians are seen as less important than libraries.

UNIT 10

Continuing education programs (cep)

771. What does 'Continuing Education' primarily signify?
A) One-time training sessions
B) Opportunities for lifelong learning
C) Academic degrees only
D) Online courses exclusively
Answer: B) Opportunities for lifelong learning

772. According to Dr. Mohan Sinha Mehta, what should the ideals pursued in education be related to?
A) Modern technologies
B) Global trends
C) Background and ethical codes
D) Economic growth
Answer: C) Background and ethical codes

773. How does the Web Online Dictionary describe Continuing Education?
A) As a completed process
B) As a one-time certification
C) As an ongoing process not completed
D) As informal education
Answer: C) As an ongoing process not completed

774. Which of the following is a goal of Continuing Education?
A) To extend initial study only
B) To update knowledge and skills

C) To restrict career development
D) To avoid learning new concepts
Answer: B) To update knowledge and skills

775. What can Continuing Education help individuals achieve?
A) Maintain the status quo in their careers
B) Upgrade knowledge and competencies
C) Avoid changes in their professional roles
D) Focus solely on theoretical knowledge
Answer: B) Upgrade knowledge and competencies

776. How does the concept of Continuing Education relate to an individual's work setting?
A) It is irrelevant to their performance.
B) It enhances the quality of performance.
C) It only applies to theoretical knowledge.
D) It is limited to initial training.
Answer: B) It enhances the quality of performance.

777. According to the definitions provided, what is a significant characteristic of Continuing Education?
A) It is limited to young adults.
B) It focuses only on technical skills.
C) It includes all learning activities for professional growth.
D) It is only available in formal educational institutions.
Answer: C) It includes all learning activities for professional growth.

778. What does Dr. Mohan Sinha Mehta emphasize about learning in his definition of Continuing Education?
A) Only traditional knowledge is important.
B) Learning should disregard personal backgrounds.
C) New knowledge should be embraced alongside traditional values.
D) Education is only about obtaining degrees.
Answer: C) New knowledge should be embraced alongside traditional values.

779. In the context of Continuing Education, what is the ultimate goal for individuals?
A) To become specialists in one area only
B) To enrich their career and deliver quality performance
C) To avoid any changes in their current role
D) To only gain certifications
Answer: B) To enrich their career and deliver quality performance

780. What is the broader implication of Continuing Education as stated in the definitions?
A) It is a process limited to formal education.
B) It is irrelevant to professional development.
C) It includes informal learning and personal development.
D) It only applies to adult education programs.
Answer: C) It includes informal learning and personal development.

781. In what year did India initiate a project on developing a curriculum based on lifelong education?
A) 1965
B) 1972
C) 1975
D) 1980
Answer: B) 1972

782. Which organization sponsored the project on lifelong education in India?
A) UNESCO Institute of Education
B) Ministry of Education
C) University Grants Commission (UGC)
D) All of the above
Answer: A) UNESCO Institute of Education

783. What was the main focus of the conferences held in 1975-76 in India regarding continuing education?
A) To close existing departments of continuing education
B) To establish departments of continuing education in universities and colleges
C) To eliminate informal education
D) To promote only formal education
Answer: B) To establish departments of continuing education in universities and colleges

784. Continuing education programs can be broadly categorized into which two types?
A) Formal and non-formal education
B) Formal education and informal education
C) Mandatory and voluntary education
D) Academic and vocational education

Answer: B) Formal education and informal education

785. What type of programs are delivered by educational institutions or recognized agencies, either through conventional or distance modes?
A) Extension Courses
B) Informal Education
C) Formal Courses
D) In-service Training
Answer: C) Formal Courses

786. What is the purpose of extension courses conducted by universities?
A) To provide basic literacy
B) To sharpen professionals and keep them updated in their field
C) To eliminate the need for formal education
D) To conduct only research
Answer: B) To sharpen professionals and keep them updated in their field

787. Refresher courses are aimed at:
A) Providing an introduction to new concepts only
B) Reviewing and updating knowledge for professionals
C) Reducing the workload of library staff
D) Focusing solely on theoretical aspects of library science
Answer: B) Reviewing and updating knowledge for professionals

788. What does in-service training provide for newly recruited library staff?
A) Theoretical knowledge only
B) Hands-on experience and familiarity with library functions
C) No structured guidance
D) A mandatory assessment
Answer: B) Hands-on experience and familiarity with library functions

789. According to the International Encyclopedia of Education, informal education is characterized by:
A) A clear distinction between teacher and learner
B) Structured and planned learning activities
C) Learning that occurs incidentally and is not pre-planned
D) Strict guidelines and assessments
Answer: C) Learning that occurs incidentally and is not pre-planned

790. Which of the following is NOT a way for library and information professionals to gain knowledge through informal education?
A) Attending seminars and conferences
B) Reading professional literature
C) Completing a degree program
D) Undergoing orientation programs
Answer: C) Completing a degree program

791. Why is continuing education particularly essential for the library and information profession?
A) Decrease in information formats
B) Limited access to technology
C) Rapid growth of knowledge/information
D) Elimination of traditional libraries
Answer: C) Rapid growth of knowledge/information

792. What role do libraries play in society, ?
A) Exclusive research centers for scholars
B) Learning centers for people of all backgrounds
C) Only repositories of books
D) Entertainment venues for the public
Answer: B) Learning centers for people of all backgrounds

793. What is one of the challenges that libraries face due to changes in society?
A) Decreased funding
B) Need for staff to be well-informed and adaptable
C) Reduction in the number of library users
D) Focus on physical books only
Answer: B) Need for staff to be well-informed and adaptable

794. Why is the dissemination of new ideas important for library and information professionals?
A) It helps them retain outdated practices
B) It enables them to keep up with IT-based information services
C) It reduces their need for continuing education
D) It complicates their work processes
Answer: B) It enables them to keep up with IT-based information services

795. How can the growth of the library and information profession be fostered?
A) By limiting communication among

professionals
B) Through critical and creative analysis of professional experiences
C) By reducing professional training opportunities
D) Through increased isolation of librarians
Answer: B) Through critical and creative analysis of professional experiences

796. What is necessary for librarians to provide technology-based services effectively?
A) Knowledge of traditional practices only
B) Evaluation of user needs and psychology
C) Reliance on printed materials
D) Dismissal of new technology
Answer: B) Evaluation of user needs and psychology

797. What benefit does continuing education provide to library and information professionals?
A) Decreased confidence in their skills
B) Job dissatisfaction and stagnation
C) Enhanced knowledge leading to greater job satisfaction
D) Avoidance of professional growth
Answer: C) Enhanced knowledge leading to greater job satisfaction

798. What type of services are mentioned as improvements in library services due to continuing education?
A) Offline services only
B) Computerized information services
C) Paper-based document delivery
D) Minimal technology services
Answer: B) Computerized information services

799. What kind of groups can facilitate the growth of the library profession?
A) Isolated research groups
B) Study circles and discussion groups
C) Formal committees only
D) Non-interactive forums
Answer: B) Study circles and discussion groups

800. What is a potential consequence of a lack of continuing education among library professionals?
A) Enhanced service quality
B) Increased job satisfaction
C) Feelings of inferiority and incompetence
D) Stronger professional networks
Answer: C) Feelings of inferiority and incompetence

801. What is the primary focus of continuing education programs for library and information professionals?
A) To eliminate the need for formal education
B) To acquire new skills, knowledge, and stay updated on developments
C) To focus solely on traditional practices
D) To increase the number of library materials
Answer: B) To acquire new skills, knowledge, and stay updated on developments

802. Which of the following is NOT a traditional mode of delivering continuing education programs?
A) Workshops
B) Online tutorials
C) Seminars
D) Special lectures
Answer: B) Online tutorials

803. What does teleconferencing allow individuals or groups in different locations to do?
A) Only listen to a lecture
B) Interact through electronic mediums
C) View presentations without interaction
D) Limit participation to one location
Answer: B) Interact through electronic mediums

804. Which type of teleconferencing includes both audio and video transmission in both directions?
A) Basic Audio Conferencing
B) Enhanced Video Conferencing
C) One-way Video with Two-way Audio
D) Two-way Video Conferencing
Answer: D) Two-way Video Conferencing

805. What is a key feature of Basic Audio Conferencing?
A) It involves video communication
B) It allows multipoint communication among individuals
C) It is primarily for one-on-one communication
D) It requires advanced technology
Answer: B) It allows multipoint communication among individuals

806. What is a significant benefit of teleconferencing in continuing education?
A) Limited accessibility
B) Difficulty in understanding complex topics
C) Overcoming distance barriers to reach a larger audience
D) Requirement of physical presence
Answer: C) Overcoming distance barriers to reach a larger audience

807. What distinguishes Enhanced Video Conferencing from Basic Audio Conferencing?
A) It does not require any equipment
B) It combines audio with video for clearer understanding
C) It is limited to one location
D) It only transmits voice messages
Answer: B) It combines audio with video for clearer understanding

808. In what context is teleconferencing notably used by organizations like IGNOU?
A) To reduce the number of classes offered
B) To provide classroom counseling only
C) To deliver educational content through satellite
D) To eliminate the need for online resources
Answer: C) To deliver educational content through satellite

809. Which type of teleconferencing allows for text communication displayed on a screen?
A) Basic Audio Conferencing
B) Computer Conferencing
C) One-way Video with Two-way Audio
D) Enhanced Video Conferencing
Answer: B) Computer Conferencing

810. What advantage does teleconferencing provide in terms of participation?
A) It requires participants to be in the same location
B) It limits the audience to local attendees
C) It allows participation from any location
D) It complicates the communication process
Answer: C) It allows participation from any location

811. When was the International Federation of Library Associations and Institutions (IFLA) founded?
A) 1920
B) 1929
C) 1945
D) 1950
Answer: B) 1929

812. What is one of the core activities of IFLA?
A) Action for Development through Libraries Programme (ALP)
B) National Library Promotion
C) Cataloguing and Bibliography Workshops
D) Public Library Development
Answer: A) Action for Development through Libraries Programme (ALP)

813. What was the previous name of the Continuing Professional Development and Workplace Learning (CPD&WL) section of IFLA?
A) Continuing Education Round Table (CERT)
B) Continuing Library Education Committee (CLEC)
C) Continuing Professional Education Round Table (CPERT)
D) Professional Development Section (PDS)
Answer: C) Continuing Professional Education Round Table (CPERT)

814. What is one of the objectives of the CPD&WL section of IFLA?
A) To eliminate the need for professional development
B) To keep LIS professionals updated on new developments in technology
C) To reduce the number of conferences and workshops
D) To focus solely on traditional library practices
Answer: B) To keep LIS professionals updated on new developments in technology

815. How does CPD&WL encourage libraries and information centers?
A) By promoting competition among staff
B) By emphasizing the need to become 'learning organizations'
C) By limiting opportunities for training and development
D) By discouraging staff from planning their careers
Answer: B) By emphasizing the need to become 'learning organizations'

816. What type of activities does CPD&WL promote?

A) Solely research-related activities
B) Only workshops and seminars
C) Professional development and learning in the workplace
D) Activities unrelated to library science
Answer: C) Professional development and learning in the workplace

817. Which of the following features does the CPD&WL section offer?
A) Membership only for individuals
B) Community of practice for institutions, organizations, and individuals
C) Exclusively research-based activities
D) Limited access to continuing professional development resources
Answer: B) Community of practice for institutions, organizations, and individuals

818. What is the primary focus of CPD&WL in relation to library professionals?
A) To promote non-library related skills
B) To provide opportunities for individual career planning and development
C) To ensure professionals remain uninformed about user expectations
D) To focus exclusively on historical library practices
Answer: B) To provide opportunities for individual career planning and development

819. Which of the following does CPD&WL aim to improve?
A) The quality of traditional library resources
B) The efficiency of library funding
C) The systems for delivering continuing professional development and workplace learning programmes
D) The number of library associations worldwide
Answer: C) The systems for delivering continuing professional development and workplace learning programs

820. What kind of communication does CPD&WL utilize to engage LIS professionals?
A) Only written communication
B) Mailing lists, discussion forums, and workshops
C) Exclusively face-to-face meetings
D) One-way communication from leaders only
Answer: B) Mailing lists, discussion forums, and workshops

UNIT 11

Personnel management

821. When was the United Nations Educational, Scientific and Cultural Organization (UNESCO) founded?
A) 1940
B) 1945
C) 1950
D) 1955
Answer: B) 1945

822. What type of organization is UNESCO?
A) A private agency
B) An inter-governmental agency belonging to the United Nations
C) A non-profit organization
D) A commercial enterprise
Answer: B) An inter-governmental agency belonging to the United Nations

823. What is one of the primary roles of UNESCO in relation to libraries?
A) To limit library resources
B) To promote, coordinate, and develop library and information services
C) To privatize library services
D) To discourage international cooperation among libraries
Answer: B) To promote, coordinate, and develop library and information services

824. Which program does UNESCO use to assist developing countries in organizing continuing education?
A) Human Resource Development Program
B) Technical Assistance Programme
C) International Library Fund
D) Global Knowledge Initiative
Answer: B) Technical Assistance Programme

825. What type of professional development activities does UNESCO organize for library professionals?
A) Only theoretical courses
B) Short-term courses, seminars, and workshops
C) Exclusive training for technology companies
D) Unpaid internships only

Answer: B) Short-term courses, seminars, and workshops

826. What is job analysis in the context of library management?
A) A method to hire more staff
B) A process for assigning work to the wrong person
C) A technique for observing and recording job tasks, equipment, and required skills
D) A system for limiting job descriptions
Answer: C) A technique for observing and recording job tasks, equipment, and required skills

827. Which of the following is a benefit of job analysis?
A) It eliminates the need for job descriptions
B) It can assist in preparing job descriptions and personnel selection
C) It focuses only on upper management roles
D) It reduces the effectiveness of training programs
Answer: B) It can assist in preparing job descriptions and personnel selection

828. What is included in job analysis?
A) Job description only
B) Job specification only
C) Both job description and job specification
D) No specific information
Answer: C) Both job description and job specification

829. In the sample job analysis card, what is one of the duties of the cataloguer?
A) To manage the library's budget
B) To catalogue books by following AACR or CCC rules
C) To conduct research
D) To supervise library events
Answer: B) To catalogue books by following AACR or CCC rules

830. What kind of environment does the assistant librarian (technical) work in according to the job analysis?
A) High-risk environment
B) Normal working environment
C) Outdoor environment
D) Hazardous environment
Answer: B) Normal working environment

831. What qualification is preferred for the assistant librarian (technical) position?
A) High School Diploma
B) BLISc (Bachelor of Library and Information Science)
C) PhD in Library Science
D) No specific qualification required
Answer: B) BLISc (Bachelor of Library and Information Science)

832. According to the job analysis card, what is an important personal trait for the assistant librarian (technical)?
A) Inability to work long hours
B) Lack of memory skills
C) Sincere, hard worker
D) Indifference to job responsibilities
Answer: C) Sincere, hard worker

833. What does job specification describe?
A) The benefits of a job
B) The physical and mental abilities required for a job
C) The salary range for a job
D) The company policies
Answer: B) The physical and mental abilities required for a job

834. Which of the following is a specific requirement for the post of an Assistant Librarian in the Computer Section?
A) A background in history
B) A good command over computer technology and its application
C) Experience in financial management
D) Ability to manage physical books only
Answer: B) A good command over computer technology and its application

835. What is the most common method of selecting candidates for a job?
A) Group discussions
B) Interviews
C) Online assessments
D) Written applications
Answer: B) Interviews

836. What qualities are typically assessed during a job interview?
A) Personal interests only
B) Appearance, speech, and intelligence
C) Social media presence

D) Hobbies and leisure activities
Answer: B) Appearance, speech, and intelligence

837. What do intelligence tests aim to measure during the selection process?
A) Physical strength
B) Mental alertness and reasoning ability
C) Knowledge of library policies
D) Social skills
Answer: B) Mental alertness and reasoning ability

838. What is the purpose of a proficiency test in the selection process?
A) To assess the candidate's appearance
B) To evaluate expertise and skills in a specific subject
C) To measure social interactions
D) To test physical endurance
Answer: B) To evaluate expertise and skills in a specific subject

839. Which type of test helps employers assess a candidate's performance in manual, mental, or routine jobs?
A) Intelligence test
B) Proficiency test
C) Aptitude test
D) Personality test
Answer: C) Aptitude test

840. What is the aim of a personality test in the selection process?
A) To measure academic qualifications
B) To evaluate the candidate's behavioral patterns
C) To assess technical skills
D) To determine physical fitness
Answer: B) To evaluate the candidate's behavioral patterns

841. Which of the following is NOT typically assessed during the selection process?
A) Professionalism and integrity
B) Personal hobbies
C) Initiative and creativity
D) Organizational skills
Answer: B) Personal hobbies

842. What can affect the outcome of an interview?
A) The weather on the day of the interview
B) The thoroughness of preparations and selection of interviewers
C) The number of candidates interviewed
D) The length of the interview
Answer: B) The thoroughness of preparations and selection of interviewers

843. In job specification, what might some positions require beyond typical qualifications?
A) Special characteristics related to the job
B) A specific type of personality
C) Unique fashion sense
D) Experience in unrelated fields
Answer: A) Special characteristics related to the job

844. What is the primary goal of staff development in libraries?
A) To hire more staff
B) To improve performance and prepare staff for new activities
C) To increase library budgets
D) To reduce staff numbers
Answer: B) To improve performance and prepare staff for new activities

845. What is typically included in the probation process for new staff?
A) Immediate promotion
B) Extension of the working hours
C) Evaluation of performance before confirmation of employment
D) Annual leave benefits
Answer: C) Evaluation of performance before confirmation of employment

846. How does performance appraisal contribute to staff development?
A) It increases salaries automatically
B) It helps identify candidates for promotion and rewards
C) It eliminates the need for training
D) It decreases staff motivation
Answer: B) It helps identify candidates for promotion and rewards

847. What factors are considered for staff promotion in libraries?
A) Only educational qualifications
B) Involvement in professional activities, experience, and performance appraisals
C) Attendance at social events
D) Personal relationships with supervisors

Answer: B) Involvement in professional activities, experience, and performance appraisals

848. What is the purpose of the induction process for new library staff?
A) To evaluate their performance
B) To familiarize them with the organization and their role
C) To assign them to different departments
D) To conduct training sessions immediately
Answer: B) To familiarize them with the organization and their role

849. How does training benefit newly recruited library staff?
A) It reduces their salaries
B) It increases their workload
C) It improves performance and reduces learning time
D) It limits their understanding of library functions
Answer: C) It improves performance and reduces learning time

850. Why is maintaining staff records important in personnel management?
A) To keep track of library budgets
B) To ensure systematic documentation from appointment to retirement
C) To monitor library usage statistics
D) To evaluate library programs
Answer: B) To ensure systematic documentation from appointment to retirement

851. What does staff welfare encompass in a library setting?
A) Only physical health
B) Both physical and mental well-being
C) Financial bonuses only
D) Job security alone
Answer: B) Both physical and mental well-being

852. What responsibilities do library authorities have regarding staff welfare?
A) They should ensure work-related stress is minimized.
B) They are responsible for ensuring library staff can take long breaks.
C) They must focus on improving the library's social media presence.
D) They have no responsibilities; staff welfare is not their concern.
Answer: A) They should ensure work-related stress is minimized.

853. What should be included in library staff welfare provisions?
A) Regular social events only
B) Adequate working conditions and safety measures
C) Longer working hours
D) Reduction of training opportunities
Answer: B) Adequate working conditions and safety measures

854. What is the primary purpose of job evaluation?
A) To increase the number of staff
B) To establish scales of salaries that reflect job responsibilities
C) To promote employees automatically
D) To reduce the working hours of staff
Answer: B) To establish scales of salaries that reflect job responsibilities

855. Which of the following is NOT a standard method of job evaluation?
A) Ranking method
B) Factor comparison method
C) Job satisfaction survey
D) Point system
Answer: C) Job satisfaction survey

856. In the ranking method of job evaluation, jobs are compared based on which of the following factors?
A) Number of employees in each department
B) Job titles only
C) Technical skill, complexity, and work environment
D) Historical performance of the organization
Answer: C) Technical skill, complexity, and work environment

857. What does the classification system in job evaluation involve?
A) Random assignment of salary levels
B) Classifying posts into broad categories and establishing a relative scale
C) Evaluating only the financial aspects of a job
D) Eliminating job descriptions from the process

Answer: B) Classifying posts into broad categories and establishing a relative scale

858. In the factor comparison method, how is the pay scale for a job determined?
A) By averaging salaries of similar positions in other organizations
B) By taking multiple compensable factors into account and assigning weightage
C) By asking employees what they think their job is worth
D) By eliminating the job entirely if it is considered unnecessary
Answer: B) By taking multiple compensable factors into account and assigning weightage

859. What is the main feature of the point system in job evaluation?
A) It ranks jobs based solely on employee feedback
B) It assigns points to each factor based on its importance for the organization
C) It requires no formal evaluation process
D) It only considers job titles for evaluation
Answer: B) It assigns points to each factor based on its importance for the organization

860. Which of the following factors is typically assessed in the point system method?
A) Office decor
B) Level of responsibility and decision-making
C) Employee attendance records
D) Length of service
Answer: B) Level of responsibility and decision-making

861. The factor comparison method uses which of the following to evaluate jobs?
A) Job satisfaction levels
B) Employee surveys
C) Compensable factors and their assigned weightage
D) Random selection of job titles
Answer: C) Compensable factors and their assigned weightage

862. Which job evaluation method is considered the simplest?
A) Point system
B) Classification system
C) Factor comparison method
D) Ranking method
Answer: D) Ranking method

863. What is a key consideration in the classification system for job evaluation?
A) Job location
B) Duties and qualifications required for the job
C) Popularity of the job title
D) The number of applicants for the position
Answer: B) Duties and qualifications required for the job

BLOCK 4

Resource sharing programs

UNIT 12

Resource sharing: need and objectives

864. What term is used to describe the rapid increase in the availability of documents in libraries?
A) Obsolescence
B) Explosion
C) Deterioration
D) Consolidation
Answer: B) Explosion

865. What factor has contributed to the increased prices of documents in libraries?
A) Decrease in document variety
B) Increase in technological advancements
C) High demand from users
D) Predominance of publications from the USA
Answer: D) Predominance of publications from the USA

866. How does the currency conversion rate affect libraries in developing countries like India?
A) It increases their purchasing power

B) It decreases their ability to buy documents
C) It has no significant impact
D) It makes documents cheaper
Answer: B) It decreases their ability to buy documents

867. What is a significant challenge for libraries due to the increasing number of documents?
A) Lack of user interest
B) Limitation of physical space
C) Decrease in document quality
D) Reduction in user demands
Answer: B) Limitation of physical space

868. What do users expect from libraries in today's environment?
A) Longer wait times for services
B) Greater accountability and immediate satisfaction
C) Standardized services without customization
D) Reduced interaction with library staff
Answer: B) Greater accountability and immediate satisfaction

869. How does resource sharing benefit libraries?
A) It requires libraries to acquire more documents individually
B) It allows libraries to access a larger number of documents and share expertise
C) It increases the cost of acquiring documents
D) It leads to the duplication of efforts among libraries
Answer: B) It allows libraries to access a larger number of documents and share expertise

870. What were some of the barriers to library cooperation in the past?
A) Lack of interest from users
B) Geographical distance and difficulties in document transmission
C) Excessive funding for libraries
D) Decreased availability of documents
Answer: B) Geographical distance and difficulties in document transmission

871. Which technological developments have facilitated resource sharing among libraries?
A) Manual cataloging techniques
B) Limited communication systems
C) E-publishing, desktop production, and telecommunications
D) Decreased internet usage
Answer: C) E-publishing, desktop production, and telecommunications

872. What is one of the key advantages of resource sharing in libraries?
A) It increases the workload for library staff
B) It eliminates the need for staff training
C) It allows libraries to reduce costs and improve efficiency
D) It restricts access to certain types of documents
Answer: C) It allows libraries to reduce costs and improve efficiency

873. Which aspect of library services is becoming increasingly important due to user demands?
A) Routine technical procedures
B) Customized services and interaction with users
C) Reducing the number of available documents
D) Standardized user experiences
Answer: B) Customized services and interaction with users

874. What is the primary focus of library cooperation as it developed over time?
A) Increasing the number of libraries
B) Satisfying each other's needs and improving information availability
C) Standardizing library management practices
D) Reducing the costs of library operations
Answer: B) Satisfying each other's needs and improving information availability

875. Which organization was established in 1895 by Paul Otlet and Henri La Fontaine to compile a world index of published information?
A) UNESCO
B) IFLA
C) FID
D) UNISIST
Answer: C) FID

876. What tool was developed as a result of the efforts of FID to represent published information?
A) MARC
B) UDC (Universal Decimal Classification)
C) DDC (Dewey Decimal Classification)
D) RDA (Resource Description and Access)

Answer: B) UDC (Universal Decimal Classification)

877. Which of the following programs is NOT associated with IFLA's efforts in library cooperation?
A) Universal Bibliographic Control (UBC)
B) Universal Availability of Publications (UAP)
C) International Standard Serial Number (ISSN)
D) International Federation of Library Associations and Institutions (IFLA)
Answer: C) International Standard Serial Number (ISSN)

878. What is the purpose of UNISIST?
A) To develop new library software
B) To provide processed information in science and technology
C) To publish bibliographies
D) To establish local libraries
Answer: B) To provide processed information in science and technology

879. Which type of services began providing abstracts of literature on an international scale as a result of cooperation among institutions?
A) Cataloging services
B) Indexing and abstracting services
C) Digital library services
D) Reference services
Answer: B) Indexing and abstracting services

880. Which of the following is an example of an abstracting service that provides international coverage?
A) Library of Congress Catalog
B) Chemical Abstracts
C) World Cat
D) Koha
Answer: B) Chemical Abstracts

881. What do INIS and AGRIS databases rely on for their inputs?
A) Commercial publishers only
B) National centers in different countries
C) Local libraries in urban areas
D) Online user submissions
Answer: B) National centers in different countries

882. What was ADONIS?
A) An indexing service for academic publications
B) A Document Delivery System involving several major publishers
C) A library management software
D) An international library consortium
Answer: B) A Document Delivery System involving several major publishers

883. Which publishers were part of the ADONIS Document Delivery System?
A) Springer Verlag, Elsevier, Blackwell Scientific, and Academic Press
B) Taylor & Francis, Wiley-Blackwell, and Sage Publications
C) Routledge, Emerald, and McGraw-Hill
D) MIT Press, Oxford University Press, and Cambridge University Press
Answer: A) Springer Verlag, Elsevier, Blackwell Scientific, and Academic Press

884. What role did BLDSC play in the ADONIS project?
A) It established the international standards for bibliographic control
B) It developed the software for retrieving information
C) It provided financial support for the project
D) It coordinated the participating publishers
Answer: B) It developed the software for retrieving information

UNIT 13

INFLIBNET: Information and library network

885. When was the Information and Library Network (INFLIBNET) program initiated by the UGC?
A) 1988
B) 1991
C) 1996
D) 2000
Answer: B) 1991

886. Where is the INFLIBNET Center located?
A) New Delhi
B) Mumbai
C) Ahmedabad
D) Bangalore
Answer: C) Ahmedabad

887. What was the primary reason for the establishment of the INFLIBNET program?
A) To increase the number of libraries in India
B) To study the impact of technology on library services
C) To address rising prices of information services and scarcity of space in libraries
D) To promote digital literacy among students
Answer: C) To address rising prices of information services and scarcity of space in libraries

888. In which year did the INFLIBNET Center become independent?
A) 1991
B) 1994
C) 1996
D) 1999
Answer: C) 1996

889. Which historical figure played a key role in emphasizing the development of scientific temper, leading to the establishment of library networks in India?
A) Mahatma Gandhi
B) Dr. B.R. Ambedkar
C) Pt. J.L. Nehru
D) Sardar Vallabhbhai Patel
Answer: C) Pt. J.L. Nehru

890. Which of the following library networks in India was initiated by the UGC?
A) DELNET
B) ADINET
C) CALIBNET
D) INFLIBNET
Answer: D) INFLIBNET

891. What is the main objective of the INFLIBNET program?
A) To modernize library architecture
B) To link libraries of universities, colleges, and research institutes through computer networks
C) To standardize library cataloging practices across India
D) To promote the publication of scholarly journals
Answer: B) To link libraries of universities, colleges, and research institutes through computer networks

892. How does INFLIBNET aim to avoid unnecessary duplication of resources?
A) By establishing a central library for all universities
B) By sharing costly journals and indexing services among libraries
C) By limiting the number of libraries in a region
D) By promoting individual subscriptions to journals
Answer: B) By sharing costly journals and indexing services among libraries

893. What technological emphasis does INFLIBNET promote for achieving its objectives?
A) Use of traditional cataloging methods
B) Adoption of manual record-keeping systems
C) Utilization of computers, communication, and modern network technologies
D) Development of printed resources
Answer: C) Utilization of computers, communication, and modern network technologies

894. What is one of the expected outcomes of the INFLIBNET program?
A) Increased budgets for individual libraries
B) Modernization of libraries, especially college and university libraries
C) Elimination of all physical libraries
D) Reduction in the number of academic publications
Answer: B) Modernization of libraries, especially college and university libraries

895. What is the main endeavor of INFLIBNET regarding university libraries in India?
A) To replace them with digital libraries
B) To connect them through a high-speed data network for better resource utilization
C) To limit access to information resources
D) To enforce strict borrowing policies
Answer: B) To connect them through a high-speed data network for better resource utilization

896. What is the title of the document that details the INFLIBNET blueprint of the program?
A) "National Library Development Report"
B) "Development of an Information and Library Network: Report of the Inter Agency Working

Group, UGC, 1988"
C) "UGC Guidelines for Library Networks"
D) "Blue Document of Library Networking"
Answer: B) "Development of an Information and Library Network: Report of the Inter Agency Working Group, UGC, 1988"

897. What is the commonly used name for the INFLIBNET project report?
A) Green Document
B) Red Document
C) Blue Document
D) Yellow Document
Answer: C) Blue Document

898. What is one of the main objectives of the INFLIBNET program?
A) To eliminate physical libraries in India
B) To interconnect university and academic libraries through a national network
C) To promote only digital libraries
D) To restrict access to academic resources
Answer: B) To interconnect university and academic libraries through a national network

899. How does INFLIBNET aim to improve access to document collections in libraries?
A) By creating online union catalogues of various materials
B) By limiting the types of documents available
C) By promoting physical visits to libraries
D) By centralizing all library collections in one location
Answer: A) By creating online union catalogues of various materials

900. What type of databases does INFLIBNET particularly emphasize for better access?
A) Commercial databases only
B) International databases
C) Indigenously created bibliographic and factual numeric databases
D) Non-academic databases
Answer: C) Indigenously created bibliographic and factual numeric databases

901. Which of the following services is provided by INFLIBNET to enhance information access?
A) Document delivery service
B) Physical document retrieval
C) Document destruction service
D) None of the above
Answer: A) Document delivery service

902. What does INFLIBNET aim to optimize through the development of a conducive environment?
A) Information resource utilization
B) Physical library space
C) Library staff recruitment
D) Number of publications
Answer: A) Information resource utilization

903. What is one of the methods promoted by INFLIBNET to facilitate scientific communication?
A) Manual record-keeping
B) Electronic mail and video conferencing
C) In-person meetings only
D) Restricted communication channels
Answer: B) Electronic mail and video conferencing

904. How does INFLIBNET intend to support weaker resource centers?
A) By eliminating competition among libraries
B) By pooling resources through cooperation among libraries and information centers
C) By providing funding only to major libraries
D) By standardizing all library operations without cooperation
Answer: B) By pooling resources through cooperation among libraries and information centers

905. What is one of the major objectives outlined in the Memorandum of Association for INFLIBNET?
A) To establish physical libraries in every district
B) To promote and establish communication facilities for improved information transfer and access
C) To limit the use of technology in libraries
D) To reduce the number of academic institutions in the country
Answer: B) To promote and establish communication facilities for improved information transfer and access

906. What does SOUL stand for in the context of INFLIBNET?
A) Software for Universal Libraries
B) Software for University Libraries

C) Systematic Operations for University Libraries
D) Software for Online University Libraries
Answer: B) Software for University Libraries

907. What type of operations does SOUL software automate for libraries?
A) Financial operations
B) Housekeeping operations
C) Marketing operations
D) Student admissions
Answer: B) Housekeeping operations

908. On which platform does SOUL software operate?
A) Linux
B) Unix
C) Windows
D) MacOS
Answer: C) Windows

909. Which database management system does SOUL use as its back-end tool?
A) MySQL
B) Oracle
C) MS SQL Server
D) PostgreSQL
Answer: C) MS SQL Server

910. How many installations of SOUL software have been completed in libraries to date?
A) 200
B) 350
C) 450
D) 500
Answer: C) 450

911. What are the six modules included in the SOUL software?
A) Acquisition, Cataloging, Circulation, OPAC, Serials Control, and Administration
B) Acquisition, Cataloging, Circulation, Search, User Management, and Reports
C) Acquisition, Metadata, User Management, OPAC, Serial Management, and Archives
D) Acquisition, Cataloging, Circulation, Reference, Digital Asset Management, and Reporting
Answer: A) Acquisition, Cataloging, Circulation, OPAC, Serials Control, and Administration

912. What feature of SOUL software allows multiple university libraries to collaborate?
A) Cloud-based storage
B) Network feature
C) Local server access
D) Manual data entry
Answer: B) Network feature

913. Which international standards does SOUL support?
A) HTML, CSS, XML
B) MARC-21, CCF, AACR-2R, ISO-2709
C) RDA, Dublin Core, ONIX
D) ISO-9001, ISO-14001, ISO-27001
Answer: B) MARC-21, CCF, AACR-2R, ISO-2709

914. Where has INFLIBNET established service centers for SOUL?
A) Only in northern states of India
B) In all major states of India
C) In five specific states: Mumbai, Patiala, Ahmedabad, Hyderabad, and Bangalore
D) Only in metropolitan cities
Answer: C) In five specific states: Mumbai, Patiala, Ahmedabad, Hyderabad, and Bangalore

915. What type of publications does INFLIBNET Centre produce?
A) Fiction books
B) Caliber Proceedings, Union Catalogues, User Manuals, and Newsletters
C) Scientific journals
D) Magazines and newspapers
Answer: B) Caliber Proceedings, Union Catalogues, User Manuals, and Newsletters

916. What is one of the utilities developed by INFLIBNET that can be accessed by universities?
A) Financial accounting software
B) Utility for searching data from union databases (OPAC)
C) Social media management software
D) Student enrollment software
Answer: B) Utility for searching data from union databases (OPAC)

917. Since when has the INFLIBNET Newsletter been published?
A) 1990
B) 1995
C) 2000

D) 2005
Answer: B) 1995

918. How can the Caliber Proceedings and Newsletters be accessed?
A) Only in print format
B) On request only
C) Online full text
D) By subscription only
Answer: C) Online full text

919. What is the main purpose of the Document Delivery Service (DDS) initiated by INFLIBNET?
A) To increase subscription costs for libraries
B) To overcome resource shortages due to high information costs and shrinking budgets
C) To provide free books to all members of the public
D) To enhance library architecture
Answer: B) To overcome resource shortages due to high information costs and shrinking budgets

920. Which libraries serve as Document Delivery Centers (DDC) for INFLIBNET's DDS?
A) Only IIT libraries
B) BHU, University of Hyderabad, IIS, JNU, Punjab University, and TISS
C) All university libraries in India
D) National libraries only
Answer: B) BHU, University of Hyderabad, IIS, JNU, Punjab University, and TISS

921. Who is eligible to avail the Document Delivery Service?
A) Anyone from the general public
B) Only students
C) Anyone associated with learned institutions, with priority for INFLIBNET Member Institutions
D) Only faculty members
Answer: C) Anyone associated with learned institutions, with priority for INFLIBNET Member Institutions

922. Through which means can requests for documents be made in the DDS?
A) Only via telephone
B) E-mail, fax, telephone, post, or in person
C) Only through an online form
D) Only by mail
Answer: B) E-mail, fax, telephone, post, or in person

923. What types of materials can be requested through the Document Delivery Service?
A) Only books
B) Journal articles, conference proceedings, or any academic and research material
C) Only research papers
D) Only historical documents
Answer: B) Journal articles, conference proceedings, or any academic and research material

924. How can the delivery of requested documents be made?
A) Only through email
B) By e-mail, fax, speed post, normal post, or by hand
C) Only by hand delivery
D) Only by courier
Answer: B) By e-mail, fax, speed post, normal post, or by hand

925. What is the Union Database of Current Serials?
A) A database for tracking book sales
B) A database developed to inform users about the availability of materials in DDC
C) A database for loan management
D) A personal database for each library
Answer: B) A database developed to inform users about the availability of materials in DDC

926. What are the two types of bibliographic databases developed by INFLIBNET?
A) Only research project databases
B) Bibliographic and non-bibliographic databases
C) Only bibliographic databases
D) Statistical and bibliographic databases
Answer: B) Bibliographic and non-bibliographic databases

927. What does the bibliographic information service of INFLIBNET provide?
A) Only physical books
B) Online and offline databases, including CD-ROM databases
C) Only journal articles
D) Library architecture plans

Answer: B) Online and offline databases, including CD-ROM databases

928. How many bibliographic databases has INFLIBNET developed?
A) Three
B) Five
C) Eight
D) Ten
Answer: B) Five

929. What is the purpose of the SEWAK software developed by INFLIBNET?
A) To print documents
B) To receive queries from users and send replies, searching databases on their behalf
C) To manage library finances
D) To design library layouts
Answer: B) To receive queries from users and send replies, searching databases on their behalf

930. How does SEWAK software benefit users?
A) By increasing costs
B) By reducing time and money spent by users
C) By providing unlimited free access to all resources
D) By only offering offline services
Answer: B) By reducing time and money spent by users

931. What is the purpose of the CD-ROM databases provided by INFLIBNET Centre?
A) To provide free access to physical books
B) To offer bibliographic information services to researchers and academics
C) To sell bibliographic databases at a high cost
D) To provide library architecture plans
Answer: B) To offer bibliographic information services to researchers and academics

932. How can users receive search outputs from the CD-ROM databases?
A) Only in printed format
B) In floppy disks or through e-mail
C) Only via telephone
D) By personal delivery only
Answer: B) In floppy disks or through e-mail

933. What types of subjects do the CD-ROM databases cover?
A) Only social sciences
B) A variety of subjects, including social and behavioral sciences, humanities, and economics
C) Only technical subjects
D) Only historical topics
Answer: B) A variety of subjects, including social and behavioral sciences, humanities, and economics

934. What does COPSAT stand for?
A) Current Operations of Periodicals in Science and Technology
B) Contents of Periodicals in Science and Technology
C) Current Overview of Publications in Science and Technology
D) Catalog of Periodicals in Science and Technology
Answer: B) Contents of Periodicals in Science and Technology

935. In collaboration with which institution does INFLIBNET provide the COPSAT service?
A) Indian Institute of Technology
B) Indian Institute of Science, Bangalore
C) National University of Singapore
D) National Science Foundation
Answer: B) Indian Institute of Science, Bangalore

936. How many top-ranking journals does COPSAT cover in the field of Science and Technology?
A) 2000
B) 4000
C) 5000
D) 6000
Answer: B) 4000

937. What additional service does COPSAT provide besides journal contents?
A) Author interviews
B) Author abstracts
C) Book recommendations
D) Historical data analysis
Answer: B) Author abstracts

938. What is the OCLC First Search service primarily used for?
A) Archiving physical books
B) Online bibliographic service covering over 85 databases
C) Selling bibliographic data

D) Providing physical copies of journal articles
Answer: B) Online bibliographic service covering over 85 databases

939. Which services are offered by OCLC First Search?
A) Only full-text access
B) Online full text, document delivery, library holdings, and inter-library loan (ILL) service
C) Only bibliographic records
D) Physical document delivery
Answer: B) Online full text, document delivery, library holdings, and inter-library loan (ILL) service

940. How does a user request access to OCLC First Search services through INFLIBNET?
A) By submitting a printed request
B) By sending a request to INFLIBNET, which then conducts the search and sends the results
C) By calling the OCLC office directly
D) By visiting the INFLIBNET office in person
Answer: B) By sending a request to INFLIBNET, which then conducts the search and sends the results

941. What does the shared cataloguing service provided by INFLIBNET enable?
A) Cataloguing of only physical books
B) Sharing of cataloguing information from other participant libraries
C) Exclusively online cataloguing
D) Complete automation of library operations
Answer: B) Sharing of cataloguing information from other participant libraries

942. What is the primary objective of the Union Catalogue service?
A) To create a physical library space
B) To provide a comprehensive catalogue of materials available in different libraries across the country
C) To replace all library catalogues
D) To provide exclusive access to digital resources
Answer: B) To provide a comprehensive catalogue of materials available in different libraries across the country

943. How does the Union Catalogue help a scientist searching for documents?
A) By providing only digital documents
B) By indicating the geographical proximity of libraries where documents are available
C) By restricting access to certain libraries
D) By offering photocopying services only
Answer: B) By indicating the geographical proximity of libraries where documents are available

944. What does OPAC stand for in the context of INFLIBNET services?
A) Online Public Access Catalogue
B) Organized Public Access Collection
C) Online Publication and Archive Catalog
D) Official Print Access Catalog
Answer: A) Online Public Access Catalogue

945. Which of the following formats is NOT mentioned for catalogue production by INFLIBNET?
A) Magnetic tapes
B) Optical (CD-ROM)
C) Digital e-books
D) Cards and books
Answer: C) Digital e-books

946. What is included in the book processing services offered by INFLIBNET?
A) Author interviews
B) Preparation of spine labels and book cataloguing
C) Printing of books
D) Marketing of library resources
Answer: B) Preparation of spine labels and book cataloguing

947. What manual has INFLIBNET prepared to address inconsistencies in data from member libraries?
A) INFLIBNET User Guide
B) INFLIBNET Standards and Guidelines for Data Capturing
C) INFLIBNET Technical Manual
D) INFLIBNET Data Management Handbook
Answer: B) INFLIBNET Standards and Guidelines for Data Capturing

948. What cataloguing standards does INFLIBNET recommend for member libraries?
A) ISO 9001, DDC, and LCSH
B) AACR-2R, DDC, and LCSH
C) MARC, AACR-2R, and APA

D) DDC, LCC, and MLA
Answer: B) AACR-2R, DDC, and LCSH

949. Which service allows users to access catalogue information at the individual library level?
A) Shared Cataloguing
B) Union Catalogue
C) OPAC
D) Document Delivery Service
Answer: C) OPAC

950. What is the significance of shared cataloguing for member libraries?
A) It increases the workload for each library.
B) It enables libraries to catalog new publications based on existing catalogues, thereby saving time and effort.
C) It limits access to library materials.
D) It requires all libraries to have the same collection.
Answer: B) It enables libraries to catalog new publications based on existing catalogues, thereby saving time and effort.

951. What is the primary responsibility of the National Library at Kolkata?
A) To publish all Indian books
B) To receive copies of all Indian publications in all languages
C) To create digital archives of Indian literature
D) To manage library science education in India
Answer: B) To receive copies of all Indian publications in all languages

952. What significant resource is maintained by the National Library at Kolkata?
A) Digital media library
B) National catalogue
C) International catalogue
D) Regional catalogues
Answer: B) National catalogue

953. Which organizations compile the Union Catalogues of Serials for different fields?
A) NASSDOC and INFLIBNET
B) NISCAIR and NASSDOC
C) INFLIBNET and NISSAT
D) NISCAIR and NISSAT
Answer: B) NISCAIR and NASSDOC

954. How can the Union Catalogue for scientific serials be accessed?
A) By visiting the NASSDOC office
B) Through SIRNET of NISCAIR
C) Via printed copies only
D) By email request to INFLIBNET
Answer: B) Through SIRNET of NISCAIR

955. What is the purpose of the indigenous databases created by NISSAT information centers?
A) To compile all global research
B) To maintain discipline-oriented information in specific fields
C) To digitize ancient manuscripts
D) To create social science databases only
Answer: B) To maintain discipline-oriented information in specific fields

956. Which of the following methods is NOT suggested for retrospective conversion of catalogues into machine-readable form?
A) Downloading standard bibliographic information from various databases
B) Manual data entry without any standard
C) Preparing data entry in standard form at various inputting centers
D) Using simple computer programs for data capturing
Answer: B) Manual data entry without any standard

957. What bibliographic standard is suggested by INFLIBNET for cataloguing rules?
A) MARC
B) AACR2
C) CCF
D) ISO 9001
Answer: B) AACR2

958. What is the Common Communication Format (CCF) used for?
A) Cataloguing library furniture
B) Bibliographic format specifications
C) Digitizing audio-visual materials
D) Creating user manuals for libraries
Answer: B) Bibliographic format specifications

959. What aspect does INFLIBNET emphasize for uniformity across the network?
A) Library architecture
B) Access points for catalogues and bibliographic databases
C) Color schemes for library websites

D) Funding sources for libraries
Answer: B) Access points for catalogues and bibliographic databases

960. What feature is suggested for the search language of the catalogue and bibliographic databases?
A) It should be complex and require expert knowledge.
B) It should support users at various levels, including invoice, intermediate, and expert.
C) It should only be menu-driven for novice users.
D) It should restrict access to experienced librarians only.
Answer: B) It should support users at various levels, including invoice, intermediate, and expert.

UNIT· 14

Library Networks and Consortia

961. According to Biswas and Dasgupta (2001), what does the term 'consortium' refer to?
A) A permanent association of companies
B) A temporary cooperation of a number of organizations for a common purpose
C) A type of library management software
D) A government agency for library funding
Answer: B) A temporary cooperation of a number of organizations for a common purpose

962. What is the main purpose of a library consortium?
A) To compete with other libraries
B) To restrict access to library resources
C) To share human and information resources for facilitating research and learning
D) To create a single library database
Answer: C) To share human and information resources for facilitating research and learning

963. Which of the following is NOT listed as a major consortium in India?
A) INDEST
B) UGC - INFONET
C) HELINET
D) LIBSYS
Answer: D) LIBSYS

964. What does INDEST stand for?
A) Indian National Digital Library in Science and Technology
B) Indian National Database for Engineering and Science Technology
C) Indian Network for Digital Engineering and Science Technologies
D) Indian National Data for Education in Science and Technology
Answer: A) Indian National Digital Library in Science and Technology

965. Which ministry established the INDEST consortium?
A) Ministry of Science and Technology
B) Ministry of Education
C) Ministry of Human Resource Development
D) Ministry of Information Technology
Answer: C) Ministry of Human Resource Development

966. What is one of the main objectives of the INDEST consortium?
A) To reduce subscription costs for libraries
B) To provide a common gateway to journal literature subscribed by member institutes
C) To promote only local libraries
D) To develop a unified cataloging system for libraries
Answer: B) To provide a common gateway to journal literature subscribed by member institutes

967. Where is the headquarters of the INDEST consortium located?
A) Indian Institute of Science, Bangalore
B) Indian Institute of Technology, Delhi
C) National Institute of Technology, Warangal
D) Indian Statistical Institute, Kolkata
Answer: B) Indian Institute of Technology, Delhi

968. What benefit does the INDEST consortium provide to regional engineering colleges?
A) Exclusive access to IITs
B) Common access to databases and journals subscribed by IITs and IISc
C) Financial aid for library resources
D) Collaboration for building new libraries
Answer: B) Common access to databases and journals subscribed by IITs and IISc

969. How does the INDEST consortium support students and researchers?
A) By limiting their access to electronic resources
B) By sharing the collection of IITs and IISc
C) By creating new libraries
D) By focusing only on undergraduate studies
Answer: B) By sharing the collection of IITs and IISc

970. On what basis can consortia be formed according to the provided definitions?
A) Political affiliations
B) Local, regional, national, or international basis; functional or format basis; or subject basis
C) Size of the libraries
D) Type of library management software used
Answer: B) Local, regional, national, or international basis; functional or format basis; or subject basis

971. How many categories of institutions are there in the INDEST consortium?
A) One
B) Two
C) Three
D) Four
Answer: C) Three

972. Which of the following institutions is NOT a member of Category I in the INDEST consortium?
A) Indian Institute of Science, Bangalore
B) Indian Institute of Technology, Kharagpur
C) Indian Institute of Management, Bangalore
D) Indian Institute of Technology, Delhi
Answer: C) Indian Institute of Management, Bangalore

973. How many institutions are grouped in Category II of the INDEST consortium?
A) 8
B) 17
C) 20
D) 15
Answer: C) 20

974. Which institution is included in Category III of the INDEST consortium?
A) Indian School of Mines, Dhanbad
B) Indian Institute of Management, Lucknow
C) North Eastern Regional Institute of Science and Technology, Itanagar
D) Indian Institute of Technology, Guwahati
Answer: B) Indian Institute of Management, Lucknow

975. Which of the following statements is TRUE about the INDEST consortium?
A) It is limited to IITs only.
B) It only includes institutions from North India.
C) It invites AICTE-accredited and UGC-affiliated institutions to join.
D) Membership is restricted to only government institutions.
Answer: C) It invites AICTE-accredited and UGC-affiliated institutions to join.

976. What is the main benefit of joining the INDEST consortium for institutions?
A) Higher subscription rates
B) Access to a limited number of journals
C) Lower subscription rates and better terms with publishers
D) Exclusive membership to IITs only
Answer: C) Lower subscription rates and better terms with publishers

977. How many institutions from the list are included in Category I of the INDEST consortium?
A) 10
B) 8
C) 15
D) 20
Answer: B) 8

978. Which of the following institutions is NOT part of Category II of the INDEST consortium?
A) North Eastern Regional Institute of Science and Technology
B) Indian School of Mines, Dhanbad
C) Tata Institute of Fundamental Research
D) Sant Longowal Institute of Engineering and Technology
Answer: C) Tata Institute of Fundamental Research

979. Which organization provided financial support to help more engineering colleges join the INDEST consortium?
A) AICTE
B) UGC
C) MHRD

D) NASSDOC
Answer: A) AICTE

980. Which institution is associated with Category III and focuses on management education?
A) Indian Institute of Science, Bangalore
B) Indian Institute of Management, Indore
C) Indian Institute of Technology, Kanpur
D) Sant Longowal Institute of Engineering and Technology
Answer: B) Indian Institute of Management, Indore

981. When was the first meeting of the Forum for Resource Sharing in Astronomy/Astrophysics (FORSA) held?
A) July 29, 1981
B) July 23, 1981
C) June 29, 1981
D) August 23, 1981
Answer: B) July 23, 1981

982. Where was the first meeting of FORSA conducted?
A) Indian Institute of Science, Bangalore
B) Raman Research Institute, Bangalore
C) Tata Institute of Fundamental Research
D) National Centre for Radio Astrophysics
Answer: B) Raman Research Institute, Bangalore

983. What was one of the main objectives of the first FORSA meeting?
A) To establish new research centers
B) To obtain detailed information related to literature in Astronomy and Astrophysics
C) To increase membership fees
D) To organize conferences for physicists
Answer: B) To obtain detailed information related to literature in Astronomy and Astrophysics

984. Which of the following was NOT one of the proposed compilations discussed in the FORSA meeting?
A) Union Catalogue of Current Journals
B) Union Catalogue of Fiction Literature
C) Union Catalogue of Annuals and Irregular Publications
D) Union Catalogue of Theses
Answer: B) Union Catalogue of Fiction Literature

985. What is the purpose of the Union Catalogue of Current Journals?
A) To provide summaries of journals in Astronomy
B) To help know the availability of a particular journal at a glance
C) To store old journals for future reference
D) To categorize journals by subject matter
Answer: B) To help know the availability of a particular journal at a glance

986. What does the Recent Research in Astronomy and Astrophysics (RRIA) include?
A) Only published journal articles
B) Bibliographic information about preprints, papers sent for publication, and non-conventional publications
C) A list of popular astronomy books
D) Information about duplicate acquisitions
Answer: B) Bibliographic information about preprints, papers sent for publication, and non-conventional publications

987. How would the Union Catalogue of Theses be beneficial for FORSA members?
A) It would provide a list of new journals.
B) It would list duplicates available for acquisition.
C) It would provide information about theses held by member libraries.
D) It would include non-book sources only.
Answer: C) It would provide information about theses held by member libraries.

988. What kind of facilities would be listed under "Facilities with FORSA Libraries"?
A) Administrative offices
B) Gadgets available in each member library, such as photocopying machines and microfilm readers
C) Library staff qualifications
D) Research papers published by FORSA members
Answer: B) Gadgets available in each member library, such as photocopying machines and microfilm readers

989. What was to be prepared as part of FORSA Basic Information?
A) A financial report of FORSA libraries

B) A directory of FORSA libraries providing basic information for ready reference
C) A guide to astrophysics research methods
D) A list of recommended reading materials
Answer: B) A directory of FORSA libraries providing basic information for ready reference

990. The Union Catalogue of Duplicates serves the purpose of:
A) Listing rare books
B) Identifying duplicate materials for potential donation or gift among member libraries
C) Providing a comprehensive history of astronomy literature
D) Cataloging all library holdings
Answer: B) Identifying duplicate materials for potential donation or gift among member libraries

991. Which of the following is NOT a member library of FORSA?
A) Indian Institute of Astrophysics
B) Inter-University Centre for Astronomy and Astrophysics
C) Indian Space Research Organization
D) Tata Institute of Fundamental Research
Answer: C) Indian Space Research Organization

992. What type of requests is part of the activities carried out by FORSA members?
A) Book donation requests
B) Journal article requests
C) Library budget requests
D) Conference attendance requests
Answer: B) Journal article requests

993. Which of the following resources is included in FORSA's offerings?
A) 10 Chemistry journals
B) 23 Astronomy journals of Kluwer Publishers
C) 15 Physics journals
D) 30 Environmental Science journals
Answer: B) 23 Astronomy journals of Kluwer Publishers

994. What is the primary aim of the UGC-Infonet E-Journals Consortium?
A) To provide physical books to university libraries
B) To provide online access to electronic journals and databases for universities in India
C) To organize workshops for library staff
D) To collect data on library usage
Answer: B) To provide online access to electronic journals and databases for universities in India

995. Who announced the UGC-Infonet initiative?
A) Dr. Murli Manohar Joshi
B) Honorable Prime Minister of India, Shri Atal Bihari Vajpayee
C) The President of India
D) The Minister of Science and Technology
Answer: B) Honorable Prime Minister of India, Shri Atal Bihari Vajpayee

996. Which organization is the coordinating and monitoring agency for the UGC-Infonet Project?
A) INFLIBNET Centre
B) Indian Institute of Science
C) University of Delhi
D) All India Council for Technical Education
Answer: A) INFLIBNET Centre

997. What does ERNET India primarily provide?
A) Library books and journals
B) Internet access to the education and research community
C) Technical training for university staff
D) Software for library management
Answer: B) Internet access to the education and research community

998. Which feature of UGC-Infonet aims to support distance learning?
A) Integrated Satellite WAN
B) Comprehensive Network Management Systems
C) Broadband Multimedia and Video Channels
D) Scaleable Architecture
Answer: C) Broadband Multimedia and Video Channels

999. How will UGC-Infonet facilitate collaboration among educators?
A) By providing textbooks
B) By forming a medium for collaboration among teachers and students globally
C) By organizing national conferences

D) By limiting access to educational resources
Answer: B) By forming a medium for collaboration among teachers and students globally

1000. What does the UGC-Infonet aim to address in the higher education system?
A) Only library management issues
B) Teaching, learning, research, connectivity, and governance requirements
C) The aesthetics of university campuses
D) Recruitment of university staff
Answer: B) Teaching, learning, research, connectivity, and governance requirements

1001. How many scholarly and research journals does the Council of Scientific and Industrial Research (CSIR) subscribe to?
A) 1,000
B) 2,000
C) 4,000
D) 5,000
Answer: C) 4,000

1002. What is the annual cost incurred by CSIR for subscribing to journals?
A) Rs. 10 crores
B) Rs. 15 crores
C) Rs. 25 crores
D) Rs. 30 crores
Answer: C) Rs. 25 crores

1003. What was the main recommendation from the fifth meeting of the Heads of CSIR Laboratories & Information Centres?
A) To reduce the number of journals subscribed
B) To establish a Consortium for access to E-journals
C) To discontinue print journal subscriptions
D) To focus solely on domestic journals
Answer: B) To establish a Consortium for access to E-journals

1004. What is the purpose of the CSIR E-Journals Consortium?
A) To limit access to journals
B) To provide electronic access to world S&T literature
C) To promote printed materials only
D) To increase print subscriptions
Answer: B) To provide electronic access to world S&T literature

1005. Which of the following is NOT one of the objectives of the CSIR E-Journals Consortium?
A) Strengthening facilities for pooling and sharing information
B) Providing electronic access to world S&T literature
C) Reducing expenditure on information resources
D) Catalyzing the evolution of digital libraries
Answer: C) Reducing expenditure on information resources

1006. What kind of pricing strategies do publishers offer for electronic journals?
A) Free access
B) High rates for individual subscriptions
C) Consortia-friendly pricing strategies
D) Additional charges for digital formats
Answer: C) Consortia-friendly pricing strategies

1007. What was one of the findings of the Study Group's report regarding individual CSIR labs?
A) They do not require access to electronic resources.
B) They spend between Rs. 10 and Rs. 150 lakhs per annum on information resources.
C) They rely solely on print subscriptions.
D) They have adequate funding for all resources.
Answer: B) They spend between Rs. 10 and Rs. 150 lakhs per annum on information resources.

1008. Which of the following activities is NOT involved in carrying out the CSIR E-Journals Consortium project?
A) Training
B) Identification of vendors
C) Hosting in-person conferences
D) Signing of agreements
Answer: C) Hosting in-person conferences

1009. What kind of resources are considered a basic necessity for an R&D organization like CSIR?
A) Physical infrastructure
B) Informational resources
C) Recreational facilities
D) Administrative staff
Answer: B) Informational resources

1010. What does the term 'nucleate the culture of electronic access' refer to in the context of the CSIR E-Journals Consortium?
A) Encouraging traditional print access only
B) Promoting the use of electronic resources among CSIR staff
C) Discouraging online journal subscriptions
D) Focusing on the physical collection of books
Answer: B) Promoting the use of electronic resources among CSIR staff

1011. When was the HELINET Consortium launched by the Rajiv Gandhi University of Health Sciences (RGUHS)?
A) 15th March 2000
B) 15th March 2001
C) 15th March 2002
D) 15th March 2003
Answer: D) 15th March 2003

1012. What is the primary focus of HELINET?
A) Engineering education
B) Health sciences
C) Business studies
D) Environmental science
Answer: B) Health sciences

1013. What was the main goal of the Illinois Digital Academic Library (IDAL) when it was inaugurated?
A) To reduce the number of academic libraries
B) To provide electronic resources to its members
C) To promote physical collections only
D) To establish a new library building
Answer: B) To provide electronic resources to its members

1014. In which year did IDAL start providing electronic resources to its members?
A) 1998
B) 1999
C) 2000
D) 2001
Answer: C) 2000

1015. What does KERIS stand for?
A) Korea Education & Research Information System
B) Korea Electronic Resource Information System
C) Korean Educational Research Information Society
D) Korea Educational Resource Integration System
Answer: A) Korea Education & Research Information System

1016. When was KERIS officially launched?
A) January 1998
B) April 1998
C) January 1999
D) April 1999
Answer: D) April 1999

1017. What does CONCERT stand for?
A) Consortium for Online Educational Resources
B) Core Network for Electronic Resources in Taiwan
C) Consortium on Core Electronic Resources in Taiwan
D) Collaborative Online Network for Education Resources
Answer: C) CONsortium on Core Electronic Resources in Taiwan

1018. In what year was CONCERT set up?
A) 1995
B) 1996
C) 1997
D) 1998
Answer: D) 1998

1019. What is the role of the Science and Technology Information Center (STIC) in relation to CONCERT?
A) To limit resource sharing
B) To serve as the coordinator for the consortium
C) To provide funding for libraries
D) To manage only print resources
Answer: B) To serve as the coordinator for the consortium

1020. What is the main benefit of the CONCERT initiative for its members?
A) Increased print collections
B) Group-purchase and resource sharing
C) Reduction in library staff
D) Focusing solely on traditional education
Answer: B) Group-purchase and resource sharing

1021. For what does CURL stand?
A) Consortium of University Research Libraries
B) Coalition of University Research Libraries
C) Consortium of University Resource Libraries
D) Collaborative Union of Research Libraries

Answer: A) Consortium of University Research Libraries

1022. Where is CURL primarily located?
A) North America
B) Asia
C) The British Isles
D) Australia
Answer: C) The British Isles

1023. What is one of the main goals of CURL?
A) To reduce the number of university libraries
B) To build the Distributed and Hybrid Research Library of the future
C) To focus solely on print resources
D) To centralize all library services in one location
Answer: B) To build the Distributed and Hybrid Research Library of the future

1024. What does ICOLC stand for?
A) International Coalition of Library Consortia
B) International Council of Library Consortia
C) International Coalition of Library Collectives
D) International Committee of Library Consortia
Answer: A) International Coalition of Library Consortia

1025. When did ICOLC first meet informally?
A) 1995
B) 1996
C) 1997
D) 1998
Answer: C) 1997

1026. What is the primary function of ICOLC?
A) To create individual libraries
B) To serve as a Consortium of Consortia
C) To limit resource sharing among libraries
D) To promote only digital resources
Answer: B) To serve as a Consortium of Consortia

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Unit-1

Overview of Communication Process

Q1. Which of the following is NOT a characteristic of oral communication?

A. Immediacy of response and feedback
B. Flexibility in setting
C. Use of written text in any language
D. Ability to use tonal variations and sound modulation

Answer: C. Use of written text in any language
Explanation: Oral communication involves immediate response, flexibility, and tonal modulation. However, the use of written text is characteristic of written communication, not oral communication.

Q2. In communication, what is the primary difference between direct and indirect oral communication?

A. Direct communication involves written messages, while indirect communication is only verbal.
B. Direct communication allows immediate feedback, while indirect communication does not.
C. Direct communication is from the originator to the receiver, while indirect communication involves a mediator.
D. Direct communication is less formal, while indirect communication is always formal.

Answer: C. Direct communication is from the originator to the receiver, while indirect communication involves a mediator.
Explanation: Direct communication occurs when the originator speaks directly to the receiver, while indirect communication involves an intermediary relaying the message.

Q3. Which form of communication combines oral elements with visuals, thereby enhancing the impact of the message?

A. Oral Communication
B. Written Communication
C. Audio-Visual Communication
D. Indirect Communication

Answer: C. Audio-Visual Communication
Explanation: Audio-visual communication, such as in television programs, combines oral and visual elements, creating a stronger impact on the audience.

Q4. Which of the following is an advantage of written communication over oral communication?

A. It allows immediate interaction and feedback.
B. It can convey messages "at a distance" and is more structured.
C. It uses tonal variations and body language for emphasis.
D. It provides a personal touch with direct eye contact.

Answer: B. It can convey messages "at a distance" and is more structured.
Explanation: Written communication is effective for long-distance interaction and tends to be more organized, whereas oral communication often allows for immediate feedback and personalization.

Q5. What does the definition of communication imply about the transmission of information?

A. Information must be mentally generated and can only be shared orally.
B. Information must first be mentally conceived before it is communicated.
C. Communication requires only written text to send information.
D. The only way to communicate is through a common language.

Answer: B. Information must first be mentally conceived before it is communicated.
Explanation: communication requires information to be mentally conceived or formed by an individual before it is transmitted, regardless of the communication mode (oral, visual, or written).

Q6. Which of the following is NOT typically included in office communication for internal administration?

A. Personnel evaluation reports
B. House bulletins/newsletters
C. Personal emails
D. Annual administrative and financial reports

Answer: C. Personal emails
Explanation: Office communication for internal administration typically includes formal documents such as evaluation reports, newsletters, and financial reports. Personal emails are generally not part of formal office communication.

Q7. Who is usually responsible for preparing office communication documents within an organization?

A. Junior interns
B. Outsourced contractors
C. Senior and experienced personnel
D. External consultants

Answer: C. Senior and experienced personnel
Explanation: Senior and experienced individuals are generally entrusted with creating office communication documents due to their background, skills, and ability to represent the organization effectively.

Q8. Why is a large part of office communication archived within organizations?

A. To maintain a historical record for future reference
B. To increase document accessibility for employees
C. To allow employees to edit documents over time
D. To recycle documents as needed

Answer: A. To maintain a historical record for future reference
Explanation: Office communication documents are archived to preserve historical records that may be accessed or retrieved in the future for reference or legal purposes.

Q9. Which of the following is an example of external office communication?

A. Agenda of a statutory committee meeting
B. Office memoranda
C. Employee unions/management meetings
D. Letters and correspondence

Answer: D. Letters and correspondence
Explanation: Letters and correspondence are often used for communication with external parties, unlike memoranda and internal meetings which are usually for internal purposes.

Q10. What aspects of office communication documents may vary between organizations?

A. Tone, writing style, and language used
B. Document size and file format
C. Storage medium and retrieval methods
D. Document age and physical format.

Answer: A. Tone, writing style, and language used
Explanation: Although certain elements are standard, the tone, writing style, and language of office communication documents can vary according to the organization's culture and preferences.

Q11. True or False: Advances in information technology have made it possible for writers to handle composing, layout, and printing on their own.

Answer: True
Explanation: With the development of personal computers, word processing, and desktop publishing software, writers can now manage composing, layout, and printing independently, streamlining the publishing process.

Q12. Which of the following is NOT a standard feature of most word processing software?

A. Spell check
B. Text formatting options
C. Optical Character Recognition (OCR)
D. Global search and replace.

Answer: C. Optical Character Recognition (OCR)
Explanation: OCR is an advanced feature used for scanning and recognizing text from printed pages, whereas standard word processing software focuses on text formatting and editing functions like spell check, search, and replace.

Q13. Fill in the blank: _____ publishing allows documents to be produced with quality similar to professional printing, especially useful in layout and page design.

Answer: Desktop
Explanation: Desktop publishing (DTP) enables users to create documents with high-quality layout and design, similar to those produced by professional printers.

Q14. True or False: The quality of output in computer printing largely depends on the type of printer used, with laser printers providing the best output quality.

Answer: True
Explanation: Laser printers are known for their high-quality output, which makes them ideal for professional documents and DTP needs.

Q15. Which software would NOT typically be considered part of desktop publishing (DTP)?

A. Word processor
B. Spreadsheet
C. Graphics editor
D. Audio editor

Answer: D. Audio editor
Explanation: DTP involves software like word processors, spreadsheets, and graphics editors for managing text and images, while audio editors are irrelevant to document layout and printing.

Q16. Which of the following is an advanced feature in word processing software?

A. Setting margins and line spacing
B. Spell check and thesaurus consultation
C. Centering headings
D. Inserting page numbers

Answer: B. Spell check and thesaurus consultation
Explanation: Basic formatting tasks include setting margins, line spacing, and centering headings. Advanced features in word processing include tools like spell check and thesaurus.

Q17. Fill in the blank: _____ technology is commonly used for large-scale printing needs and requires specialized machinery.

Answer: Offset printing
Explanation: Offset printing is typically used for large-scale printing, as it offers high quality and is efficient for large quantities, unlike regular computer printers.

Q18. Which of the following is TRUE regarding Optical Character Recognition (OCR)?

A. OCR can replace text with images.
B. OCR recognizes, and processes typed text into editable formats.
C. OCR is used primarily for graphic design.
D. OCR scans images from video sources.

Answer: B. OCR recognizes, and processes typed text into editable formats.
Explanation: OCR technology converts scanned images of text into editable digital text, making it useful for digitizing printed material.

Q19. True or False: Desktop publishing was initially developed on the Apple Macintosh system.

Answer: True
Explanation: Desktop publishing (DTP) originated on the Apple Macintosh, known for its user-friendly interface, which revolutionized document layout and design.

Q20. Fill in the blank: To incorporate images from video sources or scanned materials, a

_____ is commonly used in document production.

Answer: Scanner
Explanation: A scanner captures data from printed pages, allowing images to be digitized and integrated into documents, essential for enhancing the visual aspect of publications.

Q21. True or False: Writing skills for library and information professionals should ideally begin with their professional education and training.

Answer: True
Explanation: Writing skills are essential for library and information professionals and should be cultivated from the start of their education and training.

Q22. Which of the following is NOT one of the three main writing situations for library and information professionals?

A. Individual professional development
B. Writing for personal blogs
C. Organizational requirements
D. Professional services

Answer: B. Writing for personal blogs
Explanation: The main writing situations for library and information professionals are individual professional development, organizational requirements, and professional services.

Q23. Fill in the blank: _____ in technical writing skills can significantly increase a library professional's chances of career advancement.

Answer: Proficiency
Explanation: Proficiency in technical writing skills makes individuals more noticeable and valuable within an organization, enhancing career prospects.

Q24. True or False: Libraries and Information Centers often require technical writing skills for a variety of organizational documents.

Answer: True
Explanation: Libraries, like other organizations, produce various documents for administration and management, making technical writing skills valuable.

Q25. Which document type is NOT typically associated with organizational requirements for library professionals?

A. Thesis and dissertations
B. Administrative reports
C. Meeting minutes
D. Policy statements

Answer: A. Thesis and dissertations
Explanation: Theses and dissertations are part of individual professional development, whereas administrative reports, meeting minutes, and policy statements are more organizational.

Q26. Which skills should be continually upgraded throughout a library professional's career?

A. Budget management
B. Technical writing
C. Physical cataloging
D. Document binding

Answer: B. Technical writing
Explanation: Technical writing skills should be continually upgraded to handle various types of technical documents with ease.

Q27. True or False: Acquiring technical writing skills is a short-term asset that benefits professionals only during their education.

Answer: False
Explanation: Technical writing skills are a lifelong asset, benefiting professionals throughout their careers in various situations.

Q28. Fill in the blank: _____ skills can enhance an organization's image when combined with oral and visual communication.

Answer: Technical writing
Explanation: Technical writing skills, when combined with oral and visual communication, can significantly raise an organization's image.

Q29. Which of the following is emphasized as an important skill for professional services in libraries?

A. Cataloging
B. Indexing
C. Writing skills
D. Data entry

Answer: C. Writing skills
Explanation: Writing skills are essential for professional services in libraries, enabling effective communication and documentation.

Q30. True or False: The application of computer and communication technologies in libraries has allowed professionals to focus more on intellectual tasks.

Answer: True
Explanation: The use of these technologies in libraries has made housekeeping operations more organized, freeing up time for professionals to focus on intellectual tasks.

Q31. Which of the following services involves creating summaries or abstracts of lengthy documents?

A. Consolidation service
B. Condensation service
C. Preservation service
D. Acquisition service

Answer: B. Condensation service
Explanation: Condensation services focus on creating shorter versions, such as summaries or abstracts, of lengthy articles and reports.

Q32. Fill in the blank: Library databases are becoming more _____, offering greater potential for innovative user services.

Answer: versatile
Explanation: The increasing versatility of library databases enables libraries to provide more user-friendly and innovative services.

Q33. True or False: Technical writing skills are essential for preparing descriptive and critical reviews as part of consolidation services.

Answer: True
Explanation: Consolidation services require the ability to prepare descriptive and critical reviews, which rely on strong technical writing skills.

Q34. Which service provides a consolidated account of developments in a particular field by evaluating existing documents?

A. Condensation service
B. Circulation service
C. Consolidation service
D. Digitization service

Answer: C. Consolidation service
Explanation: Consolidation services involve the preparation of reports and reviews that summarize developments in a given field based on published documents.

Q35. Fill in the blank: _____ skills are crucial for library professionals to produce summaries, abstracts, and state-of-the-art reports effectively.

Answer: Technical writing
Explanation: Technical writing skills are essential for creating summaries, abstracts, and comprehensive reports for professional library services.

Q36. Which of the following is NOT a type of condensation service?

A. Abstracts
B. Summaries
C. Trend reports
D. Digests

Answer: C. Trend reports
Explanation: Trend reports are a part of consolidation services, while abstracts,

summaries, and digests are types of condensation services.

Q37. True or False: The development of user-friendly and innovative services in libraries requires minimal interaction with users.

Answer: False
Explanation: New library services require information professionals to work closely with users, making them highly user-friendly and tailored to user needs.

Q38. Which skill is highlighted as necessary for intellectual operations such as creating summaries and reviews?

A. Data entry
B. Technical writing
C. Typing speed
D. Budget management.

Answer: B. Technical writing
Explanation: Technical writing skills are crucial for intellectual operations, including the creation of summaries, abstracts, and reviews.

Q39. True or False: Technical writing has recently emerged as a new discipline due to factors like a growing body of literature, professional societies, and conferences.

Answer: True
Explanation: Technical writing is recognized as an emerging discipline due to a variety of factors, including the growth of literature, professional organizations, and specialized conferences.

Q40. Which of the following is NOT mentioned as a factor contributing to the recognition of technical writing as a new discipline?

A. Establishment of professional societies
B. Increase in online tutorial platforms
C. Growth of literature and research
D. National and international conferences

Answer: B. Increase in online tutorial platforms
Explanation: Online tutorial platforms are not mentioned as a factor contributing to technical writing's recognition as a new discipline.

Q41. Fill in the blank: Two well-known journals in the field of technical writing are _____ and _____.

Answer: Professional Communication, Technical Communication
Explanation: These journals publish research papers, review articles, and conference proceedings in technical writing.

Q42. True or False: The IEEE transactions publish the journal Professional Communication.

Answer: True
Explanation: The journal *Professional Communication* is published by IEEE transactions, as mentioned in the text.

Q43. Which of the following organizations in India has pioneered short courses in science writing?

A. INSDOC
B. DRTC
C. NISSAT
D. PID

Answer: D. PID
Explanation: The Publications and Information Directorate (PID) is noted as a pioneer in offering short courses in science writing.

Q44. Which aspect is NOT listed as a focus area in technical writing literature?

A. Basic principles of technical writing
B. Linguistic aspects and editing
C. Color theory for design
D. Reader analysis and feedback.

Answer: C. Color theory for design
Explanation: Color theory for design is not mentioned as a focus area in technical writing literature.

Q45. Fill in the blank: _____ and _____ are organizations that include a paper on technical writing in their professional courses in Information Science.

Answer: INSDOC, DRTC
Explanation: Both INSDOC and DRTC offer courses on technical writing within Information Science programs.

Q46. True or False: Short courses in technical communication are also offered by the Society for Information Science in association with NISSAT programs.

Answer: True
Explanation: The Society for Information Science offers short courses in technical communication under NISSAT programs.

Q47. National and international conferences on technical writing primarily serve to:

A. Teach basic writing skills
B. Facilitate exchange of professional expertise and ideas
C. Conduct editing workshops
D. Publish technical manuals.

Answer: B. Facilitate exchange of professional expertise and ideas
Explanation: These conferences help in exchanging expertise, experiences, and ideas among professionals.

Q48. Fill in the blank: It is essential for _____ and _____ professionals to be well-versed in technical writing.

Answer: library, information
Explanation: The text highlights the importance of technical writing skills for library and information professionals.

UNIT 2

Characteristics Features of Technical Writing

Q49. What is one of the primary reasons for classifying written communication?

A. To identify the cost of production
B. To analyze and identify the characteristic features of various types of written documents
C. To standardize language use across different documents
D. To reduce the number of documents produced

Answer: B. To analyze and identify the characteristic features of various types of written documents
Explanation: Classifying written communication helps in understanding and analyzing the unique features of different document types, which is essential for effective communication.

Q50. Which of the following is NOT included in the division by function for technical communications?

A. Proposing what one wants to do
B. Reporting routine periodic activities
C. Recording actions or decisions
D. Designing promotional materials.

Answer: D. Designing promotional materials
Explanation: Designing promotional materials is not categorized under the division by function in the context of technical communications as outlined.

Q51. In the classification of technical communication, which type is associated with "urgently convincing an action"?

A. Reporting
B. Proposing
C. Persuading
D. Informing

Answer: C. Persuading
Explanation: The "persuading" category involves urging conclusions and influencing actions, which aligns with activities like construction bids and grant applications.

Q52. Which of the following documents falls under the "division by type of documents"?

A. Commission Reports
B. Course materials
C. Research papers
D. All of the above

Answer: D. All of the above
Explanation: Research papers, course materials, and commission reports are all examples of different types of documents that fall under the division by type of documents in technical communication.

Q53. Who is considered part of the "readership" division in technical communications?

A. Only government executives
B. Professional peers and colleagues, businesspersons, and public
C. Only academics and scholars
D. Only industrialists

Answer: B. Professional peers and colleagues, businesspersons, and public
Explanation: The readership division includes various audiences such as professional peers, businesspersons, academicians, and the general public, reflecting the diverse target audiences for written communication.

Categorization of Technical Communications

Category	Subcategory	Examples
Division by Function	**Proposing**	Proposal for new projects, new methods and materials, research problems
	Recording	Minutes of meetings, business agreements, transactions
	Reporting	- Routine periodic: Annual or half-yearly organization/institution reports, progress reports
		- Inquiry: Surveys, investigations, experiments, tests, research
	Informing	Information bulletins, literature reviews, product descriptions, process explanations
	Recommending	Commission Reports
	Suggesting Action	Committee Reports
	Persuading	Construction bids, grant applications, advertisements, business promotions
	Training/Instruction	Course materials, reference guides, systems manuals, user manuals
Division by Type of	- Research papers	
	- Professional writings	
	- Instructional materials	
	- Reference materials	

	- Bibliographical tools	
	- Reports	
	- Periodicals	
	- Regulatory and legal documents	
	- Newsletters/house journals	
Division by Readers	**Professional peers and colleagues**	
	Businesspersons	
	Industrialists	
	Academicians/ Scholars	
	Bureaucrats/Government Executives	
	General public	

Q54. Why are effective written communication skills considered essential for library and information professionals?

A. They need to promote library services.
B. They are primarily communicators in their field.
C. They handle technical software.
D. They perform cataloging and classification tasks.

Answer: B. They are primarily communicators in their field.
Explanation: Effective written communication skills are crucial for library and information professionals because their role primarily involves conveying information clearly and effectively.

Q55. What is the primary purpose of professional writings in the library and information field?

A. To entertain the audience
B. To inform or record findings of investigations
C. To create marketing strategies
D. To conduct training sessions

Answer: B. To inform or record findings of investigations
Explanation: The main goal of professional writings is to inform or document the results of research or investigations for acceptance and incorporation into the broader knowledge base of the discipline.

Q56. Which of the following is NOT listed as a hallmark of good quality technical communication?

A. Objectivity
B. Personal opinion
C. Clarity of presentation
D. Consistency and precision

Answer: B. Personal opinion
Explanation: Personal opinion is not a hallmark of good quality technical communication; instead, objectivity, accuracy, clarity, brevity, consistency, and good production are emphasized.

Q57. Which feature is important when preparing a research or technical paper?

A. Lengthy descriptions
B. Lack of citations
C. Proper organization of elements like title, abstract, and conclusions
D. Use of informal language

Answer: C. Proper organization of elements like title, abstract, and conclusions
Explanation: A well-organized structure in research or technical papers is crucial for conveying information effectively and meeting professional standards.

Q58. What are literature surveys expected to reflect?

A. Personal opinions of the researcher
B. Careful selection and evaluation of sources
C. Random collection of articles
D. Brief summaries without references

Answer: B. Careful selection and evaluation of sources
Explanation: Literature surveys should demonstrate careful selection and evaluation of sources, expert analysis, and proper conclusions to ensure the quality and relevance of the research.

Q59. How do proposals differ from other types of technical writing?

A. They focus on past events.
B. They deal with future actions.
C. They are less formal.
D. They are always unsolicited.

Answer: B. They deal with future actions.
Explanation: Proposals focus on actions to be taken in the future rather than on events that have already occurred, which distinguishes them from other technical writing.

Q60. What is the primary function of a proposal?

A. To inform readers about past events
B. To entertain the audience
C. To convince peers to win approval and support
D. To describe a completed project

Answer: C. To convince peers to win approval and support
Explanation: The main purpose of a proposal is to persuade peers to approve the proposed actions and provide the necessary financial and other support.

Q61. Which of the following is NOT a typical component of a formal proposal?

A. Letter of transmittal
B. Literature review
C. Executive summary
D. Statement of request

Answer: B. Literature review
Explanation: While a proposal includes several key components such as a letter of transmittal, executive summary, and statement of request, a literature review is not typically included as a standard component of a proposal.

Q62. Why is the executive summary crucial in a proposal?

A. It provides detailed technical specifications.
B. It summarizes the proposal for busy executives.
C. It includes all the financial details.
D. It presents the methodology in detail.

Answer: B. It summarizes the proposal for busy executives.
Explanation: The executive summary is important because it offers a brief overview of the entire proposal, allowing busy executives to quickly understand its content and make decisions about approval.

Q63. What aspect of a proposal outlines the facilities required for the task?

A. Methodology
B. Personnel
C. Duration
D. Facilities

Answer: D. Facilities
Explanation: The "Facilities" section specifies the necessary resources, such as equipment and literature support, to successfully execute the proposed task.

Components of a Proposal

Component	Description
Letter of Transmittal	A formal letter accompanying the proposal, highlighting the problem and proposing to work on it under mutually agreed conditions.
Title Page	Contains a succinct statement of the problem, name of the organization, identifying number, submission date, and expected completion period.
Executive Summary	A brief overview of the entire proposal, tailored for busy

	executives to facilitate quick understanding and approval.
Table of Contents	Required for proposals longer than five to six pages, providing an outline of the document's structure.
Statement of Request	Included if the proposal responds to a specific request, detailing terms of reference.
Introduction	Elaborates on the problem and its background, clarifying the proposal's scope.
Methodology	Explains how the proposed work will be accomplished, highlighting this as one of the most critical sections.
Facilities	Lists the necessary facilities, including equipment, machinery, literature support, and communication needs.
Personnel	Details the professionals and secretarial staff required, including their quality and quantity based on the project's nature.
Duration	Indicates milestones, phases, and the overall completion timeframe for the task.
Cost	A breakdown of all financial aspects, including salaries, capital expenditure, equipment costs, and miscellaneous expenses.
Summary	A concluding summary that encapsulates the proposal's main points, crafted for easy comprehension by decision-makers.

Q64. What is the primary purpose of a plan?

A. To inform readers about past projects
B. To provide a framework for achieving objectives
C. To entertain stakeholders
D. To analyze environmental changes

Answer: B. To provide a framework for achieving objectives
Explanation: A plan serves as a structured document that outlines objectives and details the means to achieve those objectives through various activities.

Q65. Which of the following is NOT a step in the planning process?

A. Assessment of future trends
B. Preparation of a marketing strategy
C. Estimation of required resources
D. Provision of an action plan for execution

Answer: B. Preparation of a marketing strategy
Explanation: While assessing trends, estimating resources, and providing an action plan are all part of the planning process, preparing a marketing strategy is not specifically mentioned in the planning steps outlined.

Q66. What characteristic feature is associated with a good plan?

A. Rigidity and inflexibility
B. Anticipation of problems and flexibility
C. Focus on past achievements
D. Lack of detail in documentation

Answer: B. Anticipation of problems and flexibility
Explanation: A good plan not only anticipates potential problems but is also flexible enough to adapt during different stages of implementation.

Q67. In the context of library automation, what should a vision include?

A. Historical collection data
B. Future plans for users, collection development, and services
C. Financial projections for the past year
D. Details of outdated technologies

Answer: B. Future plans for users, collection development, and services
Explanation: The vision for library automation should address future needs in terms of users,

collection development, database maintenance, and innovative services.

Q68. Who typically drafts a plan in an organization?

A. Only the top executives
B. Individuals with writing skills
C. External consultants exclusively
D. All employees equally

Answer: B. Individuals with writing skills
Explanation: While planning is often a corporate activity involving senior officials, the drafting of the plan may be assigned to those with the necessary writing skills.

Components of Reports

Component	Description
Letter of Transmittal	A letter often required for formal reports, detailing the terms of reference and other pertinent data.
Title Page	The first page of the report, providing essential details such as the name of the recipient, writer, and date.
Executive Summary	A condensed version of the entire report, summarizing key points and findings.
Table of Contents	An outline of the report's structure, indicating the relationship between main and subordinate units.
Introduction	A section that states the subject, scope, purpose, and plan of the report.
Preliminary Section	Develops results of the study, providing conclusions and recommendations.
Body	The main part of the report, detailing procedures, equipment used, results, analysis, discussion, and conclusions, often supported by charts and tables.
Summary	A brief recap of the main findings and conclusions of the report.
Bibliographical References	A list of sources and references cited in the report.
Appendix	Contains supplementary information that could not be included in the main text, such as detailed statistics.

Q69. What is the primary function of reports in an organization?

A. To entertain employees
B. To inform readers about activities and plans
C. To serve as historical documents
D. To collect data from employees

Answer: B. To inform readers about activities and plans
Explanation: Reports are primarily written to keep readers informed about an organization's current activities, programs, and plans.

Q70. Which type of report records the results of an inquiry or investigation?

A. Routine report
B. Committee/commission report
C. Feasibility report
D. Informal memo

Answer: B. Committee/commission report
Explanation: Committee or commission reports are specifically designed to record the results of inquiries or investigations along with recommendations.

Q71. What is a common characteristic of reports in terms of length?

A. Reports are always short.
B. Reports vary in length depending on purpose.
C. All reports are lengthy documents.
D. Reports are never formal.

Answer: B. Reports vary in length depending on purpose.
Explanation: The length of reports can range from informal memos to formal multi-volume reports, depending on the topic and purpose.

Q72. Which section of a technical report provides a highly condensed version of the entire report?

A. Introduction
B. Executive summary
C. Preliminary section
D. Appendix

Answer: B. Executive summary
Explanation: The executive summary presents a condensed version of the entire report, making it essential for busy readers.

Q73. What does the "body" section of a technical report typically include?

A. Just the title and author
B. Recommendations only
C. Procedure, results, analysis, and discussion
D. Only bibliographical references

Answer: C. Procedure, results, analysis, and discussion
Explanation: The body of the report contains detailed information on the procedure, results, analysis of results, discussions, and conclusions, supporting the text with charts and diagrams.

Q74. What purpose does the appendix serve in a technical report?

A. To introduce the topic of the report
B. To summarize the conclusions
C. To incorporate additional information not in the body
D. To list the table of contents

Answer: C. To incorporate additional information not in the body
Explanation: The appendix contains information that could not be included in the main body of the report, such as detailed statistics.

Structural Outline of Instructional Materials

Section	Description
Objectives of Unit	Focused on students' learning objectives.
Introduction	Presents a thematic overview of the topic.
Ranganathan's Five Laws	Explores foundational principles of library science.
Changing Role of the Library	Discusses the evolving functions and responsibilities of libraries.
Library Catalogue Context	Addresses the library catalogue's role in a changing environment.
Computerized Catalogues	Details computerized cataloguing processes and technologies.
Networks and Access	Discusses interlinking, dispersed access, and online access methods.
Descriptive Cataloguing	Covers bibliographic formats and standards for cataloguing.
Subject Searching Techniques	Provides strategies for effective subject searching.
Shared Cataloguing	Explains collaborative cataloguing efforts and their benefits.
Management Issues	Addresses challenges and considerations in library management.
Summary	Recaps key points and concepts covered in the unit.
Keywords	Lists important terms relevant to the topic.

Self-Check Exercises	Includes exercises for self-assessment and comprehension checks.
Further Readings	Suggests additional resources for in-depth exploration of topics.
Appendix	Contains supplementary materials or additional information relevant to the unit.

Q75. What roles do library and information professionals play in professional training courses?

A. They only provide equipment.
B. They serve as resource persons or faculty members.
C. They do not participate in training.
D. They only prepare facilities.

Answer: B. They serve as resource persons or faculty members.
Explanation: Library and information professionals are often involved as resource persons or faculty in various training programs.

Q76. Why are user guides essential in libraries and information centers?

A. They help reduce the number of staff.
B. They facilitate optimal use of products and services.
C. They replace the need for physical books.
D. They are only necessary for technology-related services.

Answer: B. They facilitate optimal use of products and services.
Explanation: User guides are crucial for helping users make the best use of library products and services.

Q77. Who is primarily involved in the preparation of user guides for library software?

A. Computer specialists
B. Only administrative staff
C. Professional experts in libraries
D. Random volunteers

Answer: C. Professional experts in libraries
Explanation: While computer specialists handle system operation guides, library and bibliographic software user guides should ideally be written by professional experts in libraries.

Q78. What is a characteristic feature of instructional materials for a course on "Computerized Cataloguing and Searching Techniques"?

A. A focus on physical cataloging only
B. Objectives oriented towards students' learning
C. No need for further readings
D. Exclusion of management issues

Answer: B. Objectives oriented towards students' learning
Explanation: The instructional materials should include clear objectives that align with the students' learning goals.

Q79. Which of the following is NOT listed as part of the structural outline of a course unit?

A. Self-check exercises and answers
B. Marketing strategies
C. Summary
D. Further readings

Answer: B. Marketing strategies
Explanation: Marketing strategies are not mentioned as part of the course unit outline; instead, topics relevant to cataloguing and searching techniques are included.

Q80. What does the introduction section of a course unit typically provide?

A. A conclusion of the course
B. A thematic presentation plan of the topic
C. A list of students
D. A review of previous courses

Answer: B. A thematic presentation plan of the topic
Explanation: The introduction is designed to

outline the thematic presentation of the topic being covered.

Q81. Why are writing skills essential in libraries and information services?

A. They are only needed for internal communication.
B. They are necessary for various professional activities.
C. They are not important in modern libraries.
D. They are only needed for promotional materials.

Answer: B. They are necessary for various professional activities.
Explanation: Writing skills are essential for a range of tasks, including report preparation and promotional activities in libraries.

Q82. Which of the following is NOT a type of writing activity mentioned?

A. Preparation of trend reports
B. Writing research papers
C. Repackaging materials for users
D. Creating promotional booklets

Answer: B. Writing research papers
Explanation: Writing research papers as a specific activity, focusing instead on various forms of professional writing in libraries.

Q83. What is the purpose of preparing condensation materials?

A. To provide entertainment
B. To simplify complex information for users
C. To increase library staff workload
D. To limit user access to information

Answer: B. To simplify complex information for users
Explanation: Condensation materials like abstracts and summaries are designed to simplify and present information in an accessible manner for specific user categories.

Q84. How do writing skills enhance the professional status of library and information professionals?

A. They lead to more job offers.
B. They are unnecessary for advancement.
C. They increase visibility and engagement in professional activities.
D. They only benefit administrative staff.

Answer: C. They increase visibility and engagement in professional activities.
Explanation: Acquiring writing skills enhances the prestige and status of professionals in the library and information sector by enabling them to engage effectively in various activities.

Q85. What types of documents may involve writing scripts?

A. Fiction novels
B. Scripts for video presentations of services
C. Personal letters
D. Grocery lists

Answer: B. Scripts for video presentations of services
Explanation: Writing scripts is mentioned as part of creating promotional materials for library and information services, including video presentations.

Q86. What does "repackaging" refer to in the context of library and information services?

A. Selling old library materials
B. Preparing and orienting condensation and consolidation materials for specific user categories
C. Discarding outdated materials
D. Organizing library events.

Answer: B. Preparing and orienting condensation and consolidation materials for specific user categories
Explanation: Repackaging involves adjusting and presenting information in ways that are tailored to meet the needs of specific user groups.

Q87. What does "correspondence" primarily refer to in this context?

A. Personal letters exchanged between friends.
B. Routine internal and external administrative communication.
C. Written documents requiring specific skills for various organizational activities.
D. Informal communication between colleagues.

Answer: C. Written documents requiring specific skills for various organizational activities.
Explanation: the need for writing skills in preparing correspondence for specific situations beyond routine communication.

Q88. Which of the following is NOT mentioned as a purpose for writing letters?

A. Requests
B. Complaints and adjustments
C. Personal invitations
D. Announcements

Answer: C. Personal invitations
Explanation: While invitations are mentioned, they are related to organizational contexts rather than personal ones, as highlighted.

Q89. What type of correspondence is primarily directed to individuals within an organization?

A. Letters
B. Memos
C. Invitations
D. Claims

Answer: B. Memos
Explanation: Memos are specified as being primarily for internal communication within an organization.

Q90. Why is there a need for writing skills in correspondence?

A. To follow a standard format for all correspondence.
B. To handle unique writing situations effectively.
C. To avoid communication altogether.
D. To make correspondence less formal.

Answer: B. To handle unique writing situations effectively.
Explanation: that each writing situation requires an understanding of the problem and subject to be addressed appropriately.

Q91. What are some examples of documents that may be in memo form as mentioned?

A. Fiction stories
B. Progress reports and short proposals
C. Newspaper articles
D. Business contracts

Answer: B. Progress reports and short proposals
Explanation: that internal reports such as deputation reports and progress reports may be formatted as memos.

Q92. How is correspondence typically structured in terms of recipients?

A. Always addressed to one individual only.
B. Often addressed to one person but may have multiple readers.
C. Never involves external parties.
D. Only for senior management.

Answer: B. Often addressed to one person but may have multiple readers.
Explanation: correspondence often is initially addressed to one person but can be shared with others in the organization.

Q93. What is the primary purpose of oral communication in a technical field?

A. To entertain the audience.
B. To inform, persuade, or instruct the listeners.
C. To confuse the audience with complex jargon.
D. To provide written documentation.

Answer: B. To inform, persuade, or instruct the listeners.
Explanation: that the main goals of oral communication are to inform, persuade, or instruct the audience.

Q94., what percentage of information presented orally is typically absorbed by the audience?

A. 50%
B. 30%
C. 70%
D. 90%

Answer: B. 30%
Explanation: that it is said that an audience absorbs only 30% of the information presented orally.

Q95. How can the effectiveness of oral presentations be enhanced?

A. By reading directly from the paper without visual aids.
B. By incorporating effective written materials or visual aids.
C. By using complex vocabulary to impress the audience.
D. By presenting for as long as possible.

Answer: B. By incorporating effective written materials or visual aids.
Explanation: that the effectiveness of oral presentations can be increased by using written presentation materials and visual aids.

Q96. What type of presentation aid is described as suitable for informal, smaller presentations?

A. Flipcharts
B. Slides
C. Multimedia presentations
D. Transparencies

Answer: A. Flipcharts
Explanation: that flipcharts are appropriate for informal, smaller presentations due to their flexibility and clear presentation.

Q97. Which presentation aid is mentioned as being popular for providing computer-generated information in oral presentations?

A. Flipcharts
B. Slides
C. Transparencies using overhead projectors
D. Printed handouts.

Answer: C. Transparencies using overhead projectors
Explanation: transparencies using overhead projectors as a popular aid for oral presentations.

Q98. What is the key factor that determines the quality of an oral presentation?

A. The duration of the presentation.
B. The speaker's charisma.
C. Writing skills for preparing texts and visuals.
D. The number of audience members.

Answer: C. Writing skills for preparing texts and visuals.
Explanation: that writing skills are crucial for creating effective texts and visuals for oral presentations.

UNIT 3

Target groups written communication.

Q99. In the context of communication, what does the term "readers" refer to?

A. Individuals or groups exposed to and using a written information product or service.
B. Anyone who has access to the internet.
C. Only individuals with advanced degrees.
D. People who provide feedback on written materials.

Answer: A. Individuals or groups exposed to and using a written information product or service.
Explanation: "readers" as those who have the potential to be exposed to and utilize a written information product or service.

Q100. What is essential when producing an information product or service?

A. It must be appealing to everyone.
B. It must be deliberately produced and distributed to meet the requirements of different groups.

C. It should be based solely on the producer's interests.
D. It must be free of charge.

Answer: B. It must be deliberately produced and distributed to meet the requirements of different groups.
Explanation: that information should be intentionally created and distributed to satisfy the needs of various groups.

Q101. What do you suggest about the size and diversity of the target audience?

A. The audience must always be large and diverse.
B. The size and diversity of the audience are not prescriptive for effective communication.
C. All members of the audience must be known to the information producer.
D. The audience should be homogeneous to be effective.

Answer: B. The size and diversity of the audience are not prescriptive for effective communication.
Explanation: that effective communication does not depend on the size or diversity of the audience, but rather on meeting their requirements.

Q102. What is the essence of the approach to information communication discussed?

A. Information should be aimed at a specific target group.
B. All information should be generic and universal.
C. Information should only cater to experts in the field.
D. Information should be based on trends rather than target groups.

Answer: A. Information should be aimed at a specific target group.
Explanation: the importance of tailoring information to meet the needs of specific target groups.

Q103. How can readers be categorized?

A. By their age only.
B. Based on various characteristics relevant to the communication's purpose.
C. By their geographical location exclusively.
D. According to their level of education alone.

Answer: B. Based on various characteristics relevant to the communication's purpose.
Explanation: readers can be categorized based on different characteristics chosen for the specific purpose of the written communication.

Q104., how can readers be classified?

A. By their reading speed.
B. By age, sex, level of knowledge, technical proficiency, and institutions.
C. By their favorite genres of literature.
D. By their geographical location only.

Answer: B. By age, sex, level of knowledge, technical proficiency, and institutions.
Explanation: several characteristics for classifying readers, including age, sex, knowledge level, technical proficiency, and the nature of their institutions.

Q105. Why is it important to match the requirements of different reader groups with writing situations?

A. To increase the length of the documents produced.
B. To ensure that the appropriate documents can be created for effective communication.
C. To satisfy all reader preferences simultaneously.
D. To minimize the cost of document production.

Answer: B. To ensure that the appropriate documents can be created for effective communication.
Explanation: that matching reader requirements with writing situations helps in producing the right documents tailored to those needs.

Q106. What indicate about the classification of readers?

A. There is a single characteristic that can define all readers.

B. Groups resulting from classification are always mutually exclusive.
C. The classification depends on the purpose of division, and no single characteristic fits every situation.
D. Readers can only be classified based on their educational qualifications.

Answer: C. The classification depends on the purpose of division, and no single characteristic fits every situation.
Explanation: that classification is context-dependent and not universally applicable.

Q107. Which of the following is an example of a target group for persuasive writing as mentioned?

A. Students and teachers.
B. Directors of institutions and top managers.
C. Generalists but non-professionals.
D. Laypersons.

Answer: B. Directors of institutions and top managers.
Explanation: Persuasive writing targets high-level decision-makers like directors and top managers.

Q108. Who is identified as a target group for instructional writing?

A. Laypersons.
B. Directors of institutions.
C. Students and teachers.
D. Business and industrial undertakings.

Answer: C. Students and teachers.
Explanation: Instructional writing is directed towards students and teachers, as indicated.

Q109. Which target group is associated with writings aiding decision-making processes?

A. Generalists but non-professionals.
B. Peers in science and technology.
C. Professional writings such as scientists and managers.
D. Consumers of products and services.

Answer: C. Professional writings such as scientists and managers.
Explanation: that writings aiding decision-making processes target professionals including scientists, managers, and heads of institutions.

Q110. What is the primary principle of writing emphasized by Ram D. Taneja?

A. The use of complex vocabulary to impress the reader.
B. Economy of mental effort on the part of the reader.
C. Writing only for specialists in the field.
D. The length of the document is more important than its content.

Answer: B. Economy of mental effort on the part of the reader.
Explanation: Taneja emphasizes that effective writing should minimize the mental effort required by the reader.

Q111., what mistake do some specialists make when writing for their peers?

A. They use too many visual aids.
B. They assume that their readers have the same level of knowledge and interest as they do.
C. They write too briefly.
D. They focus too much on the structure of their writing.

Answer: B. They assume that their readers have the same level of knowledge and interest as they do.
Explanation: The explains that specialists often mistakenly believe their peers will expend the same effort in understanding the text.

Q112. Why is understanding the reader's background and interest important in technical writing?

A. To ensure that the document is lengthy.
B. To simplify the document for all readers.
C. To bridge the knowledge gap between the writer and the reader.
D. To avoid using visual aids.

Answer: C. To bridge the knowledge gap between the writer and the reader.
Explanation: the writer's responsibility to connect with a diverse audience, regardless of their technical background.

Q113. Which of the following groups might be included as readers of a user guide for a graphics software package?

A. Only software engineers.
B. Management, engineers, students, professors, secretarial staff, programmers, professional staff, and marketing staff.
C. Just the technical support team.
D. Government bureaucrats only.

Answer: B. Management, engineers, students, professors, secretarial staff, programmers, professional staff, and marketing staff.
Explanation: various potential readers for such a user guide, showing the diverse audience.

Q114. What term do some writers prefer to use instead of "reader analysis"?

A. Reader comprehension.
B. Reader adaptation.
C. Reader engagement.
D. Reader assessment.

Answer: B. Reader adaptation.
Explanation: that some writers refer to the study of the reader as "reader adaptation."

Q115. In what context does it mention that the need to write for non-specialists is increasing?

A. In informal communication only.
B. In various professional fields such as architecture, engineering, and chemistry.
C. In academic writing exclusively.
D. In creative writing.

Answer: B. In various professional fields such as architecture, engineering, and chemistry.
Explanation: that many professionals must now write for audiences outside their specialty areas.

Reader Categorization

Category	Description
High-tech Readers	Individuals with a strong technical background; can handle complex information and concepts.
Low-tech Readers	Individuals with limited technical knowledge; require simpler explanations and clearer language.
Lay Readers	Non-specialists with little or no technical background; need basic explanations and context.
Mixed Readers	A combination of different reader types with varying levels of understanding and expertise.
Multiple Readers	Documents may be read by diverse audiences; the content must accommodate different knowledge levels.

Key Facts to Obtain for Reader Profiles

Information to Gather	Description
General Education	Understand the educational background of the readers.
Subject Specialization	Identify the specific fields or topics in which the readers have expertise.
Position in Organization	Determine the readers' roles within their organizations.
Responsibilities in Organization	Understand the tasks and responsibilities that the readers hold.
Need for Information	Assess what information the readers require for their tasks or projects.
Possible Use of Information	Identify how the readers might utilize the

	information obtained from the document.
Preferences in Reading	Gather insights into readers' preferences regarding content format and style.
Expectations in a Technical Document	Understand what readers expect from technical documents in terms of content and structure.

Q116. What does the checklist for reader analysis help writers to prepare?

A. A summary of their writing style.
B. A profile of their readers.
C. A list of technical jargon.
D. A detailed report on their writing process.

Answer: B. A profile of their readers.
Explanation: The checklist provides guidance for writers to understand and profile their readers' needs.

Q117. Which of the following factors is NOT included in the checklist for reader analysis?

A. Content depth and relevance.
B. Vocabulary type (popular or technical).
C. Length of the writing process.
D. Organization of the information presented.

Answer: C. Length of the writing process.
Explanation: The checklist focuses on aspects like content, concepts, vocabulary, organization, and methods of development, but does not mention the length of the writing process.

Q118. In the context of the checklist, what does the term "graphics" refer to?

A. The need for illustrations and visuals to support the text.
B. The use of color in the document.
C. The font style used in writing.
D. The physical size of the document.

Answer: A. The need for illustrations and visuals to support the text.
Explanation: The checklist addresses the necessity and types of graphics to enhance understanding of the text.

Q119. Which writing situation is NOT mentioned as a context for technical writing?

A. Professional writing.
B. Proposal writing.
C. Creative writing.
D. Instructional writing.

Answer: C. Creative writing.
Explanation: professional writing, proposal writing, instructional writing, office memos, and preparation materials for oral presentations, but not creative writing.

Q120. What is the purpose of matching reader requirements with writing situations as discussed?

A. To ensure the writer uses complex vocabulary.
B. To improve the aesthetics of the document.
C. To tailor the writing to effectively meet the specific needs of different audiences.
D. To maintain a uniform writing style across all documents.

Answer: C. To tailor the writing to effectively meet the specific needs of different audiences.
Explanation: the importance of adapting writing to the specific requirements of various target groups.

Q121. What is the main purpose of a proposal?

A. To provide a detailed account of a project.
B. To convince the reader to approve the proposal along with necessary support.
C. To analyze the feasibility of a project.
D. To outline the project's timeline.

Answer: B. To convince the reader to approve the proposal along with necessary support.
Explanation: The primary aim of a proposal is to persuade the reader to grant approval and support for the proposed project or program.

Q122. Who typically examines a proposal in an organization?

A. Only the writer of the proposal.
B. The top person in the organization and possibly a technical committee.
C. Only technical experts.
D. All employees in the organization.

Answer: B. The top person in the organization and possibly a technical committee.
Explanation: Proposals are usually reviewed by the top person along with input from technical experts or a committee for collective decision-making.

Q123. Which of the following is NOT listed as an element of a proposal?

A. Letter of transmittal.
B. Budget summary.
C. Methodology.
D. Executive summary.

Answer: B. Budget summary.
Explanation: While a proposal includes elements like a letter of transmittal, methodology, and executive summary, "budget summary" is not specifically listed in the provided elements.

Q124. What is a key consideration for the writer when preparing instructional materials?

A. The length of the materials.
B. The complexity of vocabulary used.
C. The needs of the user groups.
D. The historical context of the subject.

Answer: C. The needs of the user groups.
Explanation: The writer must focus on the requirements of the user groups to ensure the materials effectively support learning and teaching.

Q125. What should instructional materials for a course include to facilitate learning?

A. Lengthy explanations without illustrations.
B. Lucid presentations, examples, exercises, and summaries.
C. Complex theories without practical applications.
D. Only theoretical knowledge.

Answer: B. Lucid presentations, examples, exercises, and summaries.
Explanation: Instructional materials should be clear and include various tools to aid learning, such as examples and exercises.

Q126. What is the primary purpose of a memo within an organization?

A. To communicate with external clients.
B. To address internal organizational matters.
C. To draft proposals for funding.
D. To serve as a legal document.

Answer: B. To address internal organizational matters.
Explanation: Memos are designed to communicate informal and formal messages related to internal matters within an organization.

Q127. Which of the following is a characteristic of a good memo?

A. Formal tone and complex language.
B. Positive approach and persuasive writing when necessary.
C. Lengthy paragraphs and technical jargon.
D. Generalized statements without specifics.

Answer: B. Positive approach and persuasive writing when necessary.
Explanation: A good memo should maintain a positive tone and may include persuasive elements to address solutions to problems effectively.

Q128. What type of readers typically engage with official memos?

A. External stakeholders only.
B. General readers within the organization.
C. Only the top management.
D. Clients and customers of the organization.

Answer: B. General readers within the organization.
Explanation: Memos are directed toward various personnel within the organization, making them relevant to a general readership among employees.

Q129. What is the role of written materials in support of oral presentations?

A. To replace the oral presentation.
B. To distract the audience from the speaker.
C. To reinforce the main arguments and provide additional information.
D. To provide a detailed analysis of unrelated topics.

Answer: C. To reinforce the main arguments and provide additional information.
Explanation: Written materials supplement oral presentations by clarifying key points and engaging the audience further with the topic.

Q130. Why is it important for written documents distributed during oral presentations to be self-contained?

A. So they can stand alone for readers who missed the presentation.
B. To ensure they do not require any additional context.
C. To allow readers to disregard the oral presentation entirely.
D. To promote confusion among the audience.

Answer: A. So, they can stand alone for readers who missed the presentation.
Explanation: Self-contained documents ensure that individuals who were not present can still understand the topic and may be encouraged to attend similar presentations in the future.

Q131. In the context of technical communication, what roles do information generators typically play?

A. Only as writers.
B. Only as users.
C. Both as generators and users of information.
D. As managers only.

Answer: C. Both as generators and users of information.
Explanation: In technical communication, individuals often generate information while also utilizing information generated by others, creating a dual role.

Q132. How does the dual role of generator/user influence technical communication?

A. It leads to confusion in communication.
B. It strengthens the reader-writer relationship and understanding of user needs.
C. It complicates the writing process significantly.
D. It limits the flow of information.

Answer: B. It strengthens the reader-writer relationship and understanding of user needs.
Explanation: The dual role enhances a writer's awareness of users' requirements, allowing for more tailored communication.

Q133. What is the primary mechanism through which scientific information is controlled before dissemination?

A. Editorial reviews by non-experts.
B. Quality control processes involving the science community.
C. Random sampling of published works.
D. Feedback from lay audiences.

Answer: B. Quality control processes involving the science community.
Explanation: Scientific communication often undergoes quality control through peer review and editorial processes to ensure reliability and relevance.

Q134. What characterizes the reader-writer relationship in professional writing?

A. It is often undefined and ambiguous.
B. It is established through mutual understanding and purpose.
C. It is solely dependent on the writer’s knowledge.
D. It exists only in informal settings.

Answer: B. It is established through mutual understanding and purpose.
Explanation: In professional writing, especially in sciences, the relationship is defined by a clear understanding of the audience's needs and the document's purpose.

Q135. In what types of technical writing can a reader-writer relationship be discerned,

A. Only in research papers.
B. In all forms of communication, including proposals and feasibility reports.
C. Only in informal communications.
D. In fiction and creative writing only.

Answer: B. In all forms of communication, including proposals and feasibility reports.
Explanation: The reader-writer relationship is evident not only in scientific communication but also in other technical documents such as proposals and feasibility reports.

Types of Instructional Documents

Document Type	Purpose
Course Materials	Designed for training programs (short or long-term), assessed through user feedback.
Operation Manuals	Guides users in performing tasks, often tested during draft stages to evaluate effectiveness.

User Testing Methods for Instructional Documents

Testing Method	Description
Readers' Response to Questionnaires	Utilizes structured feedback from readers to evaluate understanding and usability of documents.
Performance Test	Focuses on whether users can follow instructions effectively to complete tasks as intended.
Testing Simultaneously with Readers	Involves readers articulating their thoughts aloud while reviewing the document, allowing for immediate feedback.

1. Readers' Response to Questionnaires

Steps	Details
1. Group Selection	Typical consumers review the draft brochures.
2. Questionnaire Distribution	Consumers answer questions on content and presentation style.
3. User Type Identification	Questions assess the needs of different user types.
4. Data Analysis	Results from questionnaires are analyzed to guide revisions.
5. Revision	Sections of the document are modified based on user feedback.

2. Performance Test

Steps	Details
1. Task Execution	Operators follow written instructions to complete a procedure.
2. Time Recording	Length of time taken to complete the task is noted, along with the ease of task execution.
3. User Feedback	Operators provide feedback on the effectiveness and clarity of instructions.
4. Result Analysis	Focus on task completion accuracy and areas needing improvement.
5. Revision	Clarity issues are addressed before retesting the document.

3. Testing Simultaneously with Readers

Steps	Details
1. Protocol Analysis	Readers think aloud as they navigate through the document, providing real-time responses.
2. Response Recording	The writer or design team records comments to identify areas for revision.

3. Feedback Analysis	Insights on jargon, presentation sequence, detail balance, and clarity are assessed.
4. Document Revision	Revisions are made based on reader feedback prior to finalization.

Q136. What is the primary purpose of study or investigation reports commissioned by institutions or government bodies?

A. To entertain the audience.
B. To study a problem or investigate an event that requires attention for decision-making.
C. To report on unrelated events.
D. To promote a specific product.

Answer: B. To study a problem or investigate an event that requires attention for decision-making.
Explanation: These reports are focused on addressing issues that need to be studied to aid in decision-making or guideline development.

Q137. What is typically provided to the individual or team conducting a study or investigation?

A. No guidelines or references.
B. A set of terms of reference and a specific time frame for submission.
C. Unlimited access to resources.
D. Freedom to alter the scope of the investigation.

Answer: B. A set of terms of reference and a specific time frame for submission.
Explanation: Teams are given clear guidelines and deadlines to ensure that the investigation is focused and timely.

Q138. In the context of promotional materials, what is one of the key properties of an advertisement according to the American Marketing Association?

A. The message is presented without any identification of the client.
B. It is a personal presentation of ideas.
C. The message is paid for by the customer and identifies the client.
D. It is meant to inform consumers without promoting any goods or services.

Answer: C. The message is paid for by the customer and identifies the client.
Explanation: Advertisements are defined as paid messages that promote ideas, goods, or services while identifying the sponsor.

Q139. Which type of advertising focuses on creating awareness and interest in a product or service?

A. Trade advertising.
B. National consumer advertising.
C. Corrective advertising.
D. Informational advertising.

Answer: B. National consumer advertising.
Explanation: This type of advertising aims to make consumers aware of products and stimulate interest in purchasing.

Q140. What role does the consumer play in the advertising process?

A. Consumers are passive recipients of information.
B. Consumers have no influence on advertising effectiveness.
C. Consumers actively assign value to the information received based on various sources.
D. Consumers are only involved when purchasing products.

Answer: C. Consumers actively assign value to the information received based on various sources.
Explanation: Consumers evaluate advertising information against their own experiences and information from other sources, impacting its effectiveness.

Q141. Which type of advertising aims to build consumer trust in the institution or company behind a product?

A. Retail advertising.
B. Institutional advertising.
C. Informational advertising.
D. Political advertising.

Answer: B. Institutional advertising.
Explanation: This type of advertising focuses on creating trust and a positive image of the institution rather than promoting specific products.

Q142. Why is readability an important consideration in technical writing?

A. It determines the length of the document.
B. It affects the reader-writer relationship and the effectiveness of communication.
C. It ensures the document is visually appealing.
D. It limits the use of technical jargon.

Answer: B. It affects the reader-writer relationship and the effectiveness of communication.
Explanation: Readability influences how well the reader can understand and utilize the document, impacting its overall purpose.

Q143. What is the primary concern of the Fog Index as developed by Robert Gunning?

A. To measure the aesthetic appeal of writing.
B. To assess the clarity and readability of a text.
C. To determine the length of sentences used.
D. To evaluate the richness of content in writing.

Answer: B. To assess the clarity and readability of a text.
Explanation: The Fog Index is designed to identify writings that obscure ideas and make reading difficult.

Q144. According to Gunning, which two factors are used to calculate the Fog Index?

A. Average word length and number of sentences.
B. Average number of words in a sentence and number of hard words of three or more syllables.
C. Total number of paragraphs and average sentence length.
D. Number of pages and average paragraph length.

Answer: B. Average number of words in a sentence and number of hard words of three or more syllables.
Explanation: The Fog Index formula includes these two factors to gauge the difficulty of reading a text.

Q145. How is the average sentence length (SP) calculated for the Fog Index?

A. By dividing the total number of sentences by the number of words.
B. By dividing the total number of words by the number of sentences.
C. By counting the total number of paragraphs.
D. By measuring the longest sentence in the text.

Answer: B. By dividing the total number of words by the number of sentences.
Explanation: This calculation provides the average sentence length needed for the Fog Index formula.

Q146. In the Fog Index formula, what does PS represent?

A. Percentage of sentences in the text.
B. Number of paragraphs in a document.
C. Percentage of polysyllabic words (words with three or more syllables) in the text.
D. The total number of words in the document.

Answer: C. Percentage of polysyllabic words (words with three or more syllables) in the text.
Explanation: PS is a crucial component of the Fog Index calculation that reflects the complexity of the vocabulary used.

Q147. What does the final calculation of the Fog Index yield?

A. The total word count of the document.
B. A numerical score indicating the clarity of the text.
C. The average length of paragraphs in the document.
D. The number of sentences in the document.

Answer: B. A numerical score indicating the clarity of the text.
Explanation: The Fog Index score helps determine how accessible or difficult a text is for readers.

Flesch Formula for measuring readability, along with the scoring system and expert opinions on its usage:

Aspect	Details
Formula Steps	1. Multiply the average sentence length by **1.015** 2. Multiply the number of syllables per 100 words by **0.846** 3. Add the results of (1) and (2) 4. Subtract the sum from **206.835** 5. The remainder gives the reading difficulty level.
Score Range	0 - 100
Interpretation of Scores	- **0-30**: Very difficult (unreadable) - **30-60**: Fairly difficult - **60-70**: Standard - **70-80**: Fairly easy
Expert Opinion (Taneja)	"Readability yardsticks can cause harm when misused. They should be regarded as handy statistical tools to measure complexity in prose, not as formulas for writing."
Expert Opinion (Sherman)	"Writers aware of their readers and their purpose are better judges of writing effectiveness than any formula."

UNIT 4

Reader-writer relationship

Q148. What does "reader response" refer to in the context of technical writing?

A. The financial impact of a technical document.
B. The behavior and reactions of users to a piece of technical writing.
C. The style and format of the document.
D. The number of copies sold.

Answer: B. The behavior and reactions of users to a piece of technical writing.
Explanation: Reader response encompasses how readers engage with and react to the content.

Q149. How can writers in science obtain direct feedback on their research writing?

A. By conducting surveys.
B. Through personal interactions and discussions with peers at conferences.
C. By reviewing their own documents.
D. Through social media platforms.

Answer: B. Through personal interactions and discussions with peers at conferences.
Explanation: Direct interactions at professional gatherings provide opportunities for immediate feedback.

Q150. What is a common practice among scientists before research papers are published in journals?

A. Publishing results on personal blogs.
B. Exchanging preprints among peers.
C. Conducting formal presentations.
D. Creating infographics.

Answer: B. Exchanging preprints among peers.
Explanation: Sharing preprints allows scientists to receive feedback before formal publication.

Q151. What are some indirect means through which technical writers can gauge reader feedback?

A. Citation practices and book reviews.
B. Personal notes and letters.
C. Formatting guidelines and standards.
D. Textual analysis software.

Answer: A. Citation practices and book reviews.
Explanation: These methods help writers assess how their work has been received by the community.

Q152. In technical writing, what is often understood before the writing process begins?

A. The budget for the project.
B. The aesthetic quality of the document.
C. The purpose of writing and user involvement.
D. The length of the document.

Answer: C. The purpose of writing and user involvement.
Explanation: Understanding the writing's purpose and involving the reader is key to effective technical communication.

Q153. Why are meetings held between writers and the user community before writing a technical document?

A. To discuss the visual layout of the document.
B. To ascertain the content aligns with user needs and agreements.
C. To evaluate the financial aspects of writing.
D. To finalize the publishing platform.

Answer: B. To ascertain the content aligns with user needs and agreements.
Explanation: Early discussions ensure that the writing meets the expectations and requirements of the users.

Q154. What role does feedback play in the reader-writer relationship?

A. It creates distance between the writer and the reader.
B. It helps writers improve their future communications.
C. It increases the length of documents.
D. It determines the pricing of the publication.

Answer: B. It helps writers improve their future communications.
Explanation: Feedback is essential for refining writing and enhancing its effectiveness in meeting reader needs.

Q155. Which of the following types of writing situations is NOT mentioned in the text?

A. Instructional documents
B. Study/investigation reports
C. Research articles
D. Promotional materials

Answer: C. Research articles
Explanation: The text specifies instructional documents, study/investigation reports, promotional materials, and scripts for video programs, but not research articles.

Q156. What is the primary purpose of instructional documents?

A. To entertain the reader.
B. To guide readers in performing certain functions.
C. To sell products.
D. To provide theoretical knowledge.

Answer: B. To guide readers in performing certain functions.
Explanation: Instructional documents are designed to assist readers in understanding how to perform specific tasks.

Q157. How can writers assess users' reactions to course materials in short training programs?

A. By conducting interviews at the beginning of the course.
B. By circulating a questionnaire at the end of the course.
C. By analyzing market trends.
D. By reviewing textbooks.

Answer: B. By circulating a questionnaire at the end of the course.
Explanation: Questionnaires help gather feedback on course materials after the training period.

Q158. What type of test involves users following written instructions to complete a task?

A. Performance test
B. Feedback test
C. Questionnaire test
D. Simultaneous testing

Answer: A. Performance test
Explanation: Performance tests focus on whether users can effectively follow instructions and complete tasks correctly.

Q159. What does protocol analysis involve during testing?

A. Users providing numerical ratings for each section.
B. Readers thinking aloud as they read through a document.
C. Users filling out a detailed questionnaire.
D. Readers participating in group discussions.

Answer: B. Readers thinking aloud as they read through a document.
Explanation: This method allows writers to gather direct insights into readers' thoughts and reactions.

Q160. Why is user testing particularly valuable for large institutions?

A. It reduces the cost of document production.
B. It helps ensure documents meet user needs effectively.
C. It allows for faster publication of materials.
D. It simplifies the writing process for authors.

Answer: B. It helps ensure documents meet user needs effectively.
Explanation: User testing is essential for understanding and analyzing audience needs, leading to better document design.

Q161. What is one of the goals of testing different versions of a document, like a brochure?

A. To determine which version is the most colorful.
B. To find out which version readers find most useful.
C. To assess the grammatical accuracy of the content.
D. To analyze the printing cost differences.

Answer: B. To find out which version readers find most useful.
Explanation: Testing different versions helps identify which format or content is more effective for the intended audience.

Q162. What organization established a Usability Test Laboratory to assist businesses in testing documents?

A. National Institute of Health
B. American Institute for Research
C. Institute of Document Design
D. International Association of Technical Writers

Answer: B. American Institute for Research
Explanation: This organization established the lab to help evaluate readers' responses to written materials.

Q163. What is the primary goal of user studies as mentioned in the text?

A. To improve library collections
B. To ensure user satisfaction
C. To reduce operational costs
D. To increase publication frequency

Answer: B. To ensure user satisfaction
Explanation: The central idea of user studies is that users' satisfaction is paramount in communication, similar to customer satisfaction in commercial transactions.

Q164. Which area is NOT mentioned as a focus for assessing user satisfaction in technical communication?

A. Library and information services
B. Environmental impact studies
C. Publishing
D. Mass communication

Answer: B. Environmental impact studies
Explanation: The text discusses library and information services, publishing, and mass communication, but does not mention environmental impact studies.

Q165. What has become a professional motivation in library and information science over the last three decades?

A. Increasing the number of publications
B. Studying users' behavior in seeking information
C. Reducing costs of library services
D. Enhancing library architecture.

Answer: B. Studying users' behavior in seeking information
Explanation: There has been a focus on understanding users' behavior, their use of documents, and developing user-oriented products and services.

Q166. How do bibliometric analyses help in library and information services?

A. By analyzing the budget of the library
B. By providing insights into measuring quality
C. By assessing the physical layout of the library
D. By increasing the number of users

Answer: B. By providing insights into measuring quality
Explanation: Bibliometric analyses offer indicators for measuring the quality of research and understanding audience requirements.

Q167. Which method is highlighted as a way to assess users' interest in library collections?

A. Surveys of library staff
B. Bibliometric analysis
C. Cost-benefit analysis
D. Architectural assessments

Answer: B. Bibliometric analysis
Explanation: Bibliometric analysis helps in understanding user interest and guiding the acquisition of useful journal titles in research libraries.

Q168. What does citation analysis help writers measure?

A. The total number of documents published
B. The quality of research and impact on readers
C. The financial performance of publications
D. The design of information products

Answer: B. The quality of research and impact on readers
Explanation: Citation analysis provides useful indicators for measuring the quality of research and understanding its impact on readers.

Q169. Which of the following is an important aspect of developing user-oriented library and information services?

A. Focusing solely on traditional collections
B. Ignoring user feedback
C. Conducting readers interest profiles
D. Maintaining outdated databases.

Answer: C. Conducting readers interest profiles
Explanation: Understanding users' interests is critical to developing effective library and information services.

Q170. What is the role of citation practices in professional writing as stated in the text?

A. They enhance the visual appeal of documents.
B. They are a normal feature that provides insights into user reactions.
C. They complicate the writing process unnecessarily.
D. They focus on commercial sales of publications.

Answer: B. They are a normal feature that provides insights into user reactions.
Explanation: Citation practices are considered standard in professional writing and help gauge reader responses indirectly.

Promotional Materials:

Aspect	Details
Definition of Information	Information is increasingly seen as an economic product, encompassing books, journals, conference proceedings, patents, standards, online databases, indexing services, CD-ROMs, library management software, and library network facilities.
Advertising in Information	Business practices like advertisements and product demos are entering the information field to promote products and services. Promotional materials highlight features and

	qualities, while ads appear in print and non-print media to inform customers and potential buyers.
Definition of Advertisement	Advertisement is defined by the American Marketing Association as any paid, nonpersonal presentation of ideas, goods, or services by an identified sponsor. It is promotional and persuasive in nature.
Four Properties of Advertisement	1. The message is paid for by the customer. 2. The message appears as impersonal information, despite attempts to seem personal. 3. Information promotes ideas, goods, or services. 4. The client is identified.
Role of the Consumer	Consumers are participants in the advertising process, valuing received information based on criteria for relevance, credibility, and usefulness. Advertising should consider the information consumers receive from various sources, not just the advertiser.
Types of Advertising	- **National Consumer Advertising**: Raises awareness and interest in products. - **Retail/Local Advertising**: Informs consumers about product availability and special deals. - **Institutional Advertising**: Builds trust in the company. - **Goodwill Advertising**: Creates positive feelings without mentioning products. - **Trade and Industrial Advertising**: Targets manufacturers in specialized publications.
	- **Political Advertising**: Persuades voters on candidates or causes. - **Informational Advertising**: Addresses consumer queries and charges. - **Corrective Advertising**: Disclaims misleading claims from previous ads.
Skills Required for Advertising	Successful ads require skills in conceptualization, transforming ideas into visuals and write-ups, and gauging user responses. The utility of information must be marketed effectively to enhance business or create new knowledge.

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B. To ensure user satisfaction
C. To reduce operational costs
D. To increase publication frequency

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B. Environmental impact studies
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D. Mass communication

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Explanation: The text discusses library and information services, publishing, and mass communication, but does not mention environmental impact studies.

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A. Increasing the number of publications
B. Studying users' behavior in seeking information
C. Reducing costs of library services
D. Enhancing library architecture.

Answer: B. Studying users' behavior in seeking information
Explanation: There has been a focus on understanding users' behavior, their use of documents, and developing user-oriented products and services.

Q166. How do bibliometric analyses help in libraries and information services?

A. By analyzing the budget of the library
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C. By assessing the physical layout of the library
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Explanation: Bibliometric analyses offer indicators for measuring the quality of research and understanding audience requirements.

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Answer: B. They are a normal feature that provides insights into user reactions.
Explanation: Citation practices are considered standard in professional writing and help gauge reader responses indirectly.

Q171. How is mass communication defined in the text?

A. As a method of private communication
B. As a process of creating, distributing, and sharing cultural information
C. As a way to sell products to consumers
D. As a means to educate individuals

Answer: B. As a process of creating, distributing, and sharing cultural information
Explanation: Mass communication is defined as

a process through which the information base of a culture is created, distributed, and shared.

Q172. What role does mass media play in the communication process?

A. They restrict access to information.
B. They engage solely in entertainment.
C. They package, disseminate, and popularize cultural information.
D. They focus only on academic publications.

Answer: C. They package, disseminate, and popularize cultural information.
Explanation: Mass media institutions play essential roles in the packaging, distributing, and validating cultural information.

Q173. Which of the following is NOT mentioned as a mass media form in the text?

A. Newspapers
B. Radio
C. Podcasts
D. Television

Answer: C. Podcasts
Explanation: The text lists newspapers, radio, television, and films as examples of mass media but does not mention podcasts.

Q174. What type of organizations may have facilities for disseminating information,

A. Only media corporations
B. Corporations and religious groups
C. Educational institutions exclusively
D. None of the above

Answer: B. Corporations and religious groups
Explanation: Many corporations and religious groups have their own telecommunication production and broadcast systems for disseminating information.

Q175. What is the purpose of audience research in mass communication?

A. To increase sales of media products
B. To understand public awareness, attitude, and behavior regarding specific issues
C. To determine advertising costs
D. To reduce the volume of information shared

Answer: B. To understand public awareness, attitude, and behavior regarding specific issues
Explanation: Audience research aims to analyze public reactions and opinions on various political, social, and economic issues.

Q176. What techniques are employed in audience research, as mentioned in the text?

A. Random guessing
B. Sampling and preparing questions for analysis
C. Using only quantitative data
D. Censorship of opinions

Answer: B. Sampling and preparing questions for analysis
Explanation: Techniques like sampling and preparing relevant questions are used to analyze public reactions and opinions.

Q177. How can the techniques of audience research benefit technical writers?

A. They help in the design of office spaces.
B. They are useful for assessing the impact of their writing and cultivating relationships with readers.
C. They ensure that writers are paid more.
D. They help in reducing writing time.

Answer: B. They are useful for assessing the impact of their writing and cultivating relationships with readers.
Explanation: Technical writers can use audience research techniques to understand their audience better and enhance their writing's effectiveness.

Q178. In what context will distance education incorporate features of mass communication?

A. It will eliminate face-to-face interactions.
B. It will involve commercializing cultural information.
C. It will include telecommunication production

and broadcast systems.
D. It will reduce information dissemination.

Answer: C. It will include telecommunication production and broadcast systems.
Explanation: Distance education is expected to adopt features similar to mass communication, such as telecommunication production and broadcasting.

UNIT 5

Language as a medium for Communication of thought

Q179. What has sparked numerous theories about the origin of language?

A. Our need for literature
B. Our curiosity about ourselves and language
C. The evolution of species
D. The development of technology

Answer: B. Our curiosity about ourselves and language
Explanation: The text states that our curiosity about ourselves and language has led to various theories regarding its origin.

Q180., what is the primary function of language?

A. To entertain
B. To convey information
C. To establish dominance
D. To create art

Answer: B. To convey information
Explanation: The primary function of language is to convey information, which is essential for human cooperation and survival.

Q181. What is phatic communication?

A. A method of scientific communication
B. A way to express emotions through art
C. Language used to establish and maintain social contact
D. Communication through written texts.

Answer: C. Language used to establish and maintain social contact
Explanation: Phatic communication refers to casual social talk, such as greetings, which helps maintain friendly interactions.

Q182. What does the 'clue-bearing' role of language refer to?

A. Conveying direct information
B. Providing indirect information about the speaker
C. Aesthetic expression in literature
D. Scientific communication techniques.

Answer: B. Providing indirect information about the speaker
Explanation: The 'clue-bearing' role indicates that language can reveal information about the speaker's background, such as their region or social status.

Q183. How do human beings use language for aesthetic reasons?

A. To create social hierarchies
B. To express feelings in technical reports
C. To manipulate words in poetry and novels
D. To communicate practical information

Answer: C. To manipulate words in poetry and novels
Explanation: Language can be used aesthetically by manipulating words creatively, similar to how colors are used in painting.

Q184. What sets human language apart from animal communication?

A. Human language is solely a visual medium.
B. Animal communication has arbitrary symbols.
C. Human language utilizes arbitrary symbols without a direct connection to their meanings.
D. Animal communication is always verbal.

Answer: C. Human language utilizes arbitrary symbols without a direct connection to their meanings.
Explanation: Unlike animal communication,

where signals often directly relate to their meanings, human language symbols are arbitrary.

Q185. In animal communication, what often exists between the signals and the messages sent?

A. No connection whatsoever
B. A physical connection
C. A clear, direct link
D. A complex set of symbols

Answer: C. A clear, direct link
Explanation: In animal communication, there is often a connection between the signals and the messages, such as an animal's warning behavior.

Q186. Which of the following is true about the use of sound signals in human language?

A. It is entirely unique to humans.
B. It is used only for artistic expression.
C. It is a signaling system that expresses meanings.
D. It has no correlation to meaning.

Answer: C. It is a signaling system that expresses meanings.
Explanation: Human language uses sound signals to express meanings, although this characteristic is also found in some animal communications.

Q187. How does the text illustrate the concept of arbitrariness in language?

A. By stating all languages is the same
B. By showing the differences in animal sounds
C. By explaining the different names for 'dog' in various languages
D. By discussing the historical origins of language

Answer: C. By explaining the different names for 'dog' in various languages
Explanation: The text illustrates arbitrariness by indicating that the word "dog" is just one of many arbitrary symbols for the same animal, with different languages using different terms.

Q188. What is said about human beings regarding language acquisition?

A. They are born knowing a specific language.
B. They must be taught language through formal education.
C. They are biologically programmed to acquire language through exposure.
D. They can communicate fluently without any learning.

Answer: C. They are biologically programmed to acquire language through exposure.
Explanation: The text states that while humans are biologically programmed to acquire language, they learn a specific language only by being exposed to it.

Q189. What happens to a child brought up in isolation regarding language acquisition?

A. They will develop a unique language of their own.
B. They will not acquire language.
C. They will learn to communicate through gestures.
D. They will master multiple languages.

Answer: B. They will not acquire language.
Explanation: A child raised in isolation does not acquire language because they lack exposure to it.

Q190. How do animals typically communicate compared to humans?

A. Animals can communicate abstract ideas freely.
B. Animals communicate about past events with clarity.
C. Most animals communicate only about immediate situations.
D. Animals have a complex structure to their communication systems.

Answer: C. Most animals communicate only about immediate situations.
Explanation: The text indicates that most animals communicate regarding things in their immediate environment and cannot convey information about past events.

Q191. What is the phenomenon known as displacement in human language?

A. The ability to communicate feelings
B. The ability to refer to events that are not present
C. The use of sounds in communication
D. The reliance on genetic coding for communication

Answer: B. The ability to refer to events that are not present.
Explanation: Displacement refers to the ability of humans to discuss events that are separated in time and space.

Q192. Which animal communication system is mentioned as an example of limited displacement?

A. Dogs barking
B. Cuckoo singing
C. Honeybee's dance
D. Bird songs.

Answer: C. Honeybee's dance
Explanation: Honeybees can perform a dance to communicate the location of nectar, demonstrating a limited form of displacement, but only related to nectar.

Q193. What is meant by the term structure dependence in language?

A. The arbitrary nature of sounds in a language
B. The fixed meaning of animal sounds
C. The internal organization of sounds and messages
D. The lack of rules in animal communication

Answer: C. The internal organization of sounds and messages.
Explanation: Structure dependence refers to the organized way in which human language combines sounds into meaningful units, unlike animal communication which lacks such organization.

Q194. How many basic sounds do most animals possess for communication?

A. Fewer than ten
B. Between twenty and thirty
C. Over fifty
D. None of the above

Answer: A. Fewer than ten
Explanation: Most animals, such as cows, have a limited number of basic sounds they can use for communication.

Q195. What is the duality of structure in human language?

A. The combination of verbal and non-verbal communication
B. The organization of sounds into larger units like words
C. The ability to communicate through gestures
D. The use of multiple languages

Answer: B. The organization of sounds into larger units like words.
Explanation: Duality of structure refers to the way human language organizes sounds into meaningful larger units, allowing for greater flexibility in communication.

Q196. What does the text suggest about the internal order of sounds in human language?

A. It is random and varies greatly.
B. It follows specific patterns and restrictions.
C. It is unstructured and fluid.
D. It has no relevance in communication.

Answer: B. It follows specific patterns and restrictions.
Explanation: The text explains that there is an internal order that governs how sounds can be arranged in human language, with specific allowable combinations.

Q197. How do humans recognize and manipulate structured chunks of language?

A. By memorizing entire phrases
B. By understanding sentence structure
C. Through random selection of words
D. By imitating animal sounds

Answer: B. By understanding sentence structure.
Explanation: Humans can recognize the patterns

and structures in language, allowing them to manipulate language effectively.

Q198. What is the most important distinction between human and animal communication?

A. Humans communicate using gestures, while animals do not.
B. Human communication is inherently creative, whereas animal communication is limited.
C. Animals can express emotions, while humans cannot.
D. Human language is more complex than animal sounds.

Answer: B. Human communication is inherently creative, whereas animal communication is limited.
Explanation: The text highlights that human beings are creative in their use of language, while animals have a restricted number of messages they can send or receive.

Q199. How does the communication of bees and dolphins illustrate the limitations of animal language?

A. Bees communicate about a variety of topics, while dolphins use a single sound.
B. Bees communicate solely about nectar, and dolphins use repetitive sounds for the same message.
C. Dolphins have a vast vocabulary, while bees have none.
D. Both communicate in complex structures that humans cannot understand.

Answer: B. Bees communicate solely about nectar, and dolphins use repetitive sounds for the same message.
Explanation: The text mentions that bees can only communicate about nectar, and dolphins, despite their intelligence, repeat sounds for the same communication.

Q200. What does the text imply about the nature of human language in terms of creativity?

A. It is always predictable and repetitive.
B. It can produce new utterances at any time.
C. It lacks the ability to evolve.
D. It is limited to specific contexts.

Answer: B. It can produce new utterances at any time.
Explanation: The text asserts that humans can create entirely new sentences and expressions whenever they wish, showcasing the creativity inherent in human language.

Q201. What is meant by functional creativity in human communication?

A. The ability to mimic animal sounds
B. The capacity to use language in everyday situations
C. The ability to develop more complex communicative systems as society evolves
D. The skill of using slang and informal language

Answer: C. The ability to develop more complex communicative systems as society evolves.
Explanation: Functional creativity refers to how language evolves to meet the changing complexities of human society.

Q202. How has language evolved as human societies have progressed?

A. It has become simpler and less diverse.
B. It has remained static and unchanging.
C. It has adapted to reflect the complexity of different societal structures.
D. It has become exclusively formal in all contexts.

Answer: C. It has adapted to reflect the complexity of different societal structures.
Explanation: The text explains that as humans have transitioned from nomadic to urban societies, language has evolved to accommodate the new demands of communication.

Q203. Why might a Tamilian living in Delhi need to know multiple languages?

A. To communicate only with family members.
B. To navigate various social and professional interactions effectively.
C. To restrict their communication to formal

contexts.
D. To avoid using their mother tongue.

Answer: B. To navigate various social and professional interactions effectively.
Explanation: The text describes how a Tamilian in Delhi needs different languages for family communication, interaction with the local community, and professional engagements.

Q204. What languages does a Tamilian in Delhi need to communicate with different groups?

A. Only Hindi and Tamil
B. Tamil, Hindi, and English
C. English and Bhojpuri
D. Hindi, English, and Bengali

Answer: B. Tamil, Hindi, and English.
Explanation: a Tamilian in Delhi needs Tamil for family, Hindi for local interactions, and English for business and communication with educated individuals.

Q205. What linguistic needs might an Eastern Hindi-speaking person in Delhi have?

A. They require only one language for communication.
B. They may need Bhojpuri for family, Khari Boli for friends, and English for educated interactions.
C. They must use only formal language in all situations.
D. They do not need to adapt their language based on their audience.

Answer: B. They may need Bhojpuri for family, Khari Boli for friends, and English for educated interactions.
Explanation: The text outlines the linguistic repertoire needed for effective communication across different contexts for an Eastern Hindi-speaking individual in Delhi.

UNIT 6

Functional English Style

Q206. What is the primary purpose of language as stated in the introduction?

A. To entertain
B. To communicate
C. To confuse
D. To memorize

Answer: B. To communicate

Q207. In the context of language, what does "structure" refer to?

A. The emotional impact of language
B. The physical form of writing
C. The interrelated units and characteristics of language
D. The variety of dialects spoken

Answer: C. The interrelated units and characteristics of language

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Q208. what does "function" refer to in language?

A. The grammatical rules governing language
B. The role language plays in society and individual contexts
C. The historical evolution of language
D. The style of writing used in literature.

Answer: B. The role language plays in society and individual contexts.

Q209. How does language style convey additional information about the user?

A. Through phonetic variations
B. By expressing abstract concepts
C. By indicating geographical, ethnic, and social background
D. By maintaining formal structures

Answer: C. By indicating geographical, ethnic, and social background

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Q210. What is a key feature of linguistic identity mentioned in the text?

A. Grammatical accuracy
B. Regional variety of language
C. The use of slang
D. Standardization of dialects

Answer: B. Regional variety of language

Q211. According to the introduction, how is a language defined in relation to dialects?

A. A language is an ancient form of communication.
B. A language is merely a dialect that has become socially prestigious.
C. A language is always more complex than a dialect.
D. A dialect is simply a corrupted form of a language.

Answer: B. A language is merely a dialect that has become socially prestigious.

Q212. What does Figure 1 represent in the context of the text?

A. The chronological development of languages
B. The social and geographical location of speakers
C. The relationship between language and technology
D. The similarities between dialects

Answer: B. The social and geographical location of speakers

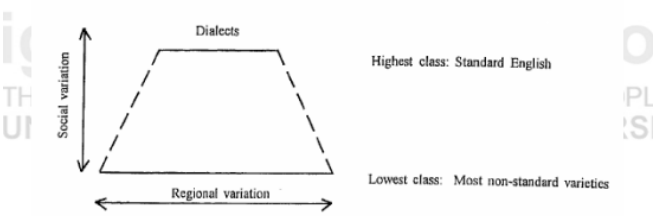


Figure 1 : Social Class and Regional Variation

Source: IGNOU MLISc Books

Q213. Which function of language does the emotive function correspond to according to Roman Jakobson?

A. Focus on the addressee
B. Focus on the addresser
C. Focus on the context
D. Focus on the message

Answer: B. Focus on the addresser

Q214. What is highlighted as a central feature of written style compared to spoken style?

A. Use of body language
B. The ability to be spontaneous
C. The differences in structure and function
D. The reliance on phonetic sounds

Answer: C. The differences in structure and function

Q215. How are writing and speech contrasted in the introduction?

A. Writing is more expressive than speech.
B. Speech uses graphic substance, while writing uses phonic substance.
C. Writing uses graphic substance, while speech uses phonic substance.
D. Speech is always more formal than writing.

Answer: C. Writing uses graphic substance, while speech uses phonic substance.

Q216. What is the primary function of writing as mentioned in the introduction?

A. To entertain
B. To communicate
C. To inform
D. To confuse

Answer: B. To communicate

Q217. Which of the following elements is NOT mentioned as part of the writing process?

A. Selection of Topic
B. Thesis Statement
C. Editing
D. Developing the Form of the Thesis

Answer: C. Editing

Q218. What does the selection of a topic depend on?

A. The length of the paper
B. The writer's interest, knowledge, and experience

C. The opinions of others
D. The availability of sources

Answer: B. The writer's interest, knowledge, and experience

Q219. Which broad topic is given as an example for writing?

A. Science
B. Technology
C. Politics
D. Mathematics

Answer: C. Politics

Q220. What is meant by "limiting the topic"?

A. Choosing a wider subject area
B. Focusing on specific aspects and excluding others
C. Writing about multiple topics simultaneously
D. Making the topic more complex.

Answer: B. Focusing on specific aspects and excluding others

Q221. Which aspect of politics is NOT mentioned in the text as a possible focus?

A. Domestic politics
B. Environmental politics
C. International politics
D. Voter's responsibility

Answer: B. Environmental politics

Q222. After selecting the broad topic of "Politics," what is the next step in limiting the topic?

A. Deciding on the conclusion
B. Determining specific areas of interest within politics
C. Writing the thesis statement
D. Gathering references.

Answer: B. Determining specific areas of interest within politics

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Q223. If one chooses to focus on "political compromise," what could be a further narrowed down aspect?

A. Political speeches
B. Political compromise between campus candidates
C. Historical political trends
D. Political campaigns

Answer: B. Political compromise between campus candidates

Q224. Which topic is ultimately selected in the example provided?

A. Political compromise
B. Campus politics
C. Political compromise between student representatives and college administration
D. International politics

Answer: C. Political compromise between student representatives and college administration

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Q225. What does the text suggest is necessary for effective writing improvement?

A. Learning grammar rules
B. Gaining self-confidence and varying expressions
C. Practicing public speaking
D. Reading extensively.

Answer: B. Gaining self-confidence and varying expressions

Q226. What is the primary function of a paragraph as mentioned in the text?

A. To confuse the reader
B. To divide discourse into meaningful units
C. To summarize the entire composition
D. To create complex sentences

Answer: B. To divide discourse into meaningful units
Explanation: The text states that a paragraph serves to segment continuous discourse into manageable segments, enhancing meaning and readability.

Q227. How is a paragraph different from a grammatical unit like a sentence?

A. A paragraph is always longer than a sentence.
B. A paragraph can vary in size, shape, and functions.
C. A paragraph is made up of multiple sentences only.
D. A paragraph cannot stand alone.

Answer: B. A paragraph can vary in size, shape, and functions.
Explanation: The text emphasizes that paragraphs are not strictly defined by grammatical rules, as they can take different forms and serve various purposes in writing.

Q228. What aspect of paragraphs is highlighted as important in the text?

A. The grammatical correctness of sentences within paragraphs
B. The visual appeal of paragraphs in print
C. The function of the paragraph rather than its form
D. The use of complex vocabulary

Answer: C. The function of the paragraph rather than its form
Explanation: The text mentions that emphasis should be placed on what a paragraph does—its function—rather than strictly how it is defined or constructed.

Q229. Which of the following is NOT mentioned as a use of paragraphs?

A. Visual devices in newspapers
B. Logical divisions expanding on points
C. Emotional appeals to the reader
D. Rhetorical units for special effects.

Answer: C. Emotional appeals to the reader
Explanation: The text discusses the use of paragraphs as visual devices, logical divisions, and rhetorical units but does not mention emotional appeals specifically.

Q230. What are the four kinds of paragraphs mentioned in the text?

A. Introductory, developmental, transitional, and concluding
B. Descriptive, narrative, expository, and argumentative
C. Simple, complex, compound, and compound-complex
D. Explanatory, analytical, persuasive, and reflective

Answer: A. Introductory, developmental, transitional, and concluding
Explanation: The text explicitly states that there are four types of paragraphs, outlining their specific functions within a composition.

Q231. What is a developmental paragraph intended to do?

A. To introduce the main idea
B. To summarize the content
C. To expand on a specific point in depth
D. To create a transition between ideas

Answer: C. To expand on a specific point in depth
Explanation: Developmental paragraphs are meant to elaborate on particular ideas or points, providing more information and depth.

Q232. What is the role of a transitional paragraph in writing?

A. To conclude the essay
B. To introduce a new topic
C. To connect different ideas smoothly
D. To provide detailed examples

Answer: C. To connect different ideas smoothly
Explanation: Transitional paragraphs help bridge gaps between ideas, ensuring that the flow of the writing is coherent and logical.

Q233. In what way do introductory paragraphs function in a composition?

A. They provide examples and evidence.
B. They summarize the entire content.
C. They present the main topic and set the stage for discussion.
D. They conclude the argument presented.

Answer: C. They present the main topic and set the stage for discussion.
Explanation: Introductory paragraphs are designed to introduce the main idea and engage the reader's interest right from the beginning.

Q234. What is the purpose of concluding paragraphs in a written work?

A. To elaborate on the main points
B. To summarize and provide closure to the discussion
C. To introduce new arguments
D. To create a sense of confusion

Answer: B. To summarize and provide closure to the discussion
Explanation: Concluding paragraphs serve to summarize the key points discussed and offer closure, leaving the reader with a final thought or impression.

Developmental Paragraphs:

Characteristic	Details
Importance	Developmental paragraphs are crucial as they provide support for the thesis statement in a composition.
Control of Ideas	Each paragraph must support a stated or implied thesis and maintain a focus on one controlling idea.
1. Topic Sentence	A well-written developmental paragraph begins with a stated or implied topic sentence that suggests the controlling idea of the paragraph.
2. Unity	The paragraph must have unity, focusing on a single dominant idea throughout.
3. Coherence	The sentences in the paragraph should be connected logically, allowing the supporting material to flow smoothly and contribute to the paragraph's unity.
4. Logical Organization	The content must be logically organized and adequately developed, providing sufficient detail to understand the controlling idea.
5. Concluding Statement	It often includes a concluding statement that reinforces the controlling idea, adding emphasis and a sense of finality to the paragraph.

Key points on **Writing Topic Sentences** and associated concepts like unity, coherence, logical organization, and concluding statements:

Concept	Details
Role of Topic Sentence	The topic sentence reflects the thesis statement and sets the controlling idea for the developmental paragraph.
1. Thesis Support	The topic sentence must support the overall thesis of the composition.
2. Single Controlling Idea	It should contain only one controlling idea, ensuring clarity and focus.
3. Central Idea	The topic sentence conveys the central idea of the paragraph, guiding the reader on what to expect.
4. Positioning	Typically, the topic sentence is placed at the beginning of the paragraph, followed by supporting details.

Example of a Topic Sentence

For a composition titled "Political Compromises in the College," a suitable controlling sentence could be:

"Student spokesmen are often unreasonable in their demands."

Unity in the Paragraph

Characteristic	Details
Unity	Refers to the focus on a single dominant idea without digressing from the topic.
Example Paragraph	Discusses the unreasonableness of student representatives' demands, demonstrating unity by sticking to the main idea without deviations.

Coherence in the Paragraph

Characteristic	Details
Coherence	Involves a smooth reading experience where sentences are clearly related.
Transitional Words	These words indicate relationships and help signal the direction of thought (e.g., and, but therefore).
Anaphoric Relations	Uses pronouns to refer back to previously mentioned ideas, ensuring clear linkage across sentences.
Rhetorical Devices	Strategies like repetition and parallel structure help to connect ideas and maintain flow within paragraphs.

Logical Organization and Adequate Development

Characteristic	Details
Logical Organization	The supporting material should be arranged logically to reinforce the topic sentence.
Adequate Development	Each supporting point should effectively link back to the topic sentence, demonstrating how the demands made by student spokesmen are unreasonable.

Concluding Statement

Function	Details
Concluding Statement	It reiterates the topic sentence and adds emphasis to the main idea, often suggesting finality or significance.
Example	A concluding statement for the earlier example could be: **"These are unreasonable demands and are virtually impossible to be conceded."**

Q235. What is the primary function of a transitional paragraph as described in the text?

A. To introduce a new topic
B. To provide a summary of the entire composition
C. To connect two developmental paragraphs smoothly
D. To conclude the discussion

Answer: C. To connect two developmental paragraphs smoothly
Explanation: The text indicates that transitional paragraphs serve to bridge the gap between two developmental paragraphs, ensuring a smooth flow of ideas.

Q236. How does a transitional paragraph typically begin?

A. With a new idea unrelated to the previous paragraph
B. By reiterating the concluding statement of the previous paragraph
C. By summarizing the entire composition
D. With a question to engage the reader

Answer: B. By reiterating the concluding statement of the previous paragraph
Explanation: The text states that the topic sentence of a transitional paragraph refers back to the concluding statement of the previous paragraph, creating a connection between the two.

Q237. What is the purpose of the concluding paragraph in a composition?

A. To introduce new concepts
B. To sum up major ideas and provide finality
C. To confuse the reader with complex arguments
D. To present the first impression

Answer: B. To sum up major ideas and provide finality
Explanation: The text explains that the concluding paragraph restates the main ideas and provides a note of conviction and finality, making it essential for wrapping up the discussion.

Q238. What example does the text provide to illustrate a concluding paragraph?

A. "Students refuse to compromise."
B. "The demands are unreasonable."
C. Newspaper headlines regarding student protests
D. "Political compromise is essential."

Answer: C. Newspaper headlines regarding student protests
Explanation: The example provided in the text uses newspaper headlines to encapsulate the essence of the discussion about political compromise in college, emphasizing the concluding paragraph's role in making a lasting impression.

Q239. What should be avoided in the concluding paragraph?

A. Summarizing main ideas
B. Using statements like "As you can see from the above ..."
C. Making a lasting impression
D. Reiterating the thesis statement.

Answer: B. Using statements like "As you can see from the above ..."
Explanation: The text advises against using tired phrases that may irritate the reader and suggests being courteous to the reader's intelligence by avoiding such clichés.

Q240. What is the key difference between a concluding statement in a paragraph and a concluding paragraph in a composition?

A. A concluding statement introduces new ideas, while a concluding paragraph does not.
B. A concluding statement repeats the controlling idea, while a concluding paragraph sums up major ideas of the entire composition.
C. A concluding paragraph is less important than a concluding statement.
D. A concluding statement provides a first impression, while a concluding paragraph provides finality.

Answer: B. A concluding statement repeats the controlling idea, while a concluding paragraph sums up major ideas of the entire composition.
Explanation: The text clarifies that while both types serve to reiterate main ideas, the concluding paragraph encompasses the overall thesis of the composition rather than just the paragraph.

Q241. Why is it important to avoid introducing new ideas in the concluding paragraph?

A. Because current ideas confuse the reader
B. Because it dilutes the impact of the conclusion
C. Because it makes the paragraph too long
D. Because it is irrelevant to the topic

Answer: B. Because it dilutes the impact of the conclusion
Explanation: The text emphasizes that introducing innovative ideas can undermine the effectiveness of the concluding paragraph, which should focus on summarizing and reinforcing previously discussed concepts.

Q242. What are the four basic forms of discourse mentioned in the text?

A. Exposition, narration, description, argumentation
B. Exposition, summary, narration, analysis
C. Narration, description, argumentation, explanation
D. Argumentation, exposition, critique, review

Answer: A. Exposition, narration, description, argumentation
Explanation: The text clearly states that exposition, narration, description, and

argumentation are considered the fundamental forms of discourse.

Q243. In which form of discourse is a writer primarily concerned with setting forth facts?

A. Narration
B. Argumentation
C. Exposition
D. Description

Answer: C. Exposition
Explanation: The text specifies that exposition is the form used when a writer's focus is on presenting facts.

Q244. What is the primary purpose of expository writing?

A. To tell a story
B. To explain
C. To argue a point
D. To describe a setting

Answer: B. To explain
Explanation: The text indicates that the overall purpose of expository writing is to explain various subjects through different means, such as facts or incidents.

Q245. What roles do groups, classification, and definition play in expository writing?

A. They are the main styles of creative writing.
B. They help organize information and clarify meanings.
C. They introduce emotional appeals in the writing.
D. They serve as decorative elements in a text.

Answer: B. They help organize information and clarify meanings.
Explanation: The text highlights that grouping, classification, and definition are central to expository writing, as they help in organizing facts and clarifying meanings.

Q246. Which sentence from the provided text exemplifies the use of classification in expository writing?

A. "Lenin was cruel, which Gladstone was not."
B. "Both men derived their personal force from this unshakable conviction of their own rectitude."
C. "The adversary process is the central feature of the system of legal institutions."
D. "All these differences, to my mind, are to the advantage of Gladstone."

Answer: A. "Lenin was cruel, which Gladstone was not."
Explanation: This sentence groups and classifies the contrasting qualities of Lenin and Gladstone, showcasing how their respective characteristics can be compared.

Q247. What is the definition's primary role in expository writing as per the text?

A. To entertain the reader
B. To answer the question "What is it?"
C. To evoke emotional responses
D. To summarize the entire text

Answer: B. To answer the question "What is it?"
Explanation: The text defines the purpose of a definition in expository writing, indicating that it seeks to explain and clarify meanings.

Q248. Adversary process, what function does the third sentence serve?

A. It introduces a new idea unrelated to the main topic.
B. It serves as a definition to clarify a term.
C. It summarizes the previous points discussed.
D. It provides a conclusion to the discussion.

Answer: B. It serves as a definition to clarify a term.
Explanation: The third sentence interrupts the flow to define the term "adversary process," illustrating its role in expository writing to enhance understanding.

Q249. How does the text suggest that the four forms of discourse relate to one another?

A. They are entirely distinct and should never be mixed.
B. They exist as pure forms with no overlap.
C. They can be intermixed, with one often being dominant.
D. They must be used in a specific order.

Answer: C. They can be intermixed, with one often being dominant.
Explanation: The text mentions that these forms do not exist in pure forms and are often intermixed, indicating that while one may dominate, they can coexist.

Q250. What type of writing is likely to be seen in economic interpretations, critical aspects of literary texts, and scientific procedures?

A. Argumentative writing
B. Narrative writing
C. Expository writing
D. Descriptive writing

Answer: C. Expository writing
Explanation: The text highlights that expository writing is common in various fields, including economic interpretations and scientific procedures, where the focus is on explaining and clarifying.

Q251. What does the term "readability" primarily refer to?

A. The length of the book
B. The features of a text that make it accessible or difficult to the reader
C. The author's writing style
D. The popularity of the book

Answer: B. The features of a text that make it accessible or difficult to the reader
Explanation: The text states that readability refers to the characteristics of a book that impact how easy or difficult it is for a reader to understand.

Q252. What is the central focus of assessing readability, as mentioned in the text?

A. The reader
B. The text
C. The author
D. The publication process

Answer: B. The text
Explanation: The text emphasizes that the central focus in readability assessment is on the text itself rather than on the reader.

Q253. Which two factors must be considered when evaluating the readability of books?

A. The genre and the author's reputation
B. The reader's knowledge and the text's characteristics
C. The illustrations and the cover design
D. The length of the book and the number of chapters

Answer: B. The reader's knowledge and the text's characteristics
Explanation: The text mentions that evaluating readability requires considering the reader's own knowledge and ability along with the features of the text.

Q254. What does "reading age" refer to?

A. The chronological age of the reader
B. The average reading ability of a certain age group
C. The number of books read by a reader
D. The age at which a child first learns to read.

Answer: B. The average reading ability of a certain age group
Explanation: The text defines reading age as a technical term that indicates the average reading ability expected for a specific age group.

Q255. How does reader interest impact readability?

A. It does not have any effect on readability.
B. A reader's interest can motivate them to tackle more difficult texts.
C. Interest only matters for younger readers.
D. High interest leads to lower reading ability.

Answer: B. A reader's interest can motivate them to tackle more difficult texts.

Explanation: The text illustrates that a reader who is passionate about a subject may willingly engage with challenging material.

Q256. What observation do teachers often make regarding students' reading abilities?

A. Students tend to prefer easier books.
B. Students become less motivated when reading difficult texts.
C. Interest in a subject can improve a student's reading performance.
D. Students usually avoid difficult books altogether.

Answer: C. Interest in a subject can improve a student's reading performance.
Explanation: The text discusses how teachers observe that students who develop an interest in a topic may overcome difficulties in reading more challenging books.

Q257. Why is it important to consider both reader and text factors in readability assessments?

A. Because only the text is important.
B. Because readability is solely determined by the author.
C. Because reading performance is influenced by both elements.
D. Because readers have no impact on how texts are written.

Answer: C. Because reading performance is influenced by both elements.
Explanation: The text highlights that the reading act is a function of both the text and the reader, making it essential to evaluate both factors in readability assessments.

Q258. Which statement best summarizes the relationship between reading ability and reading age?

A. Reading ability is not related to reading age.
B. Reading age indicates the expected reading ability for a certain age group.
C. Reading age is only applicable to young children.
D. Older readers tend to have lower reading ages.

Answer: B. Reading age indicates the expected reading ability for a certain age group.
Explanation: The text defines reading age in terms of the expected reading ability for children of specific ages.

Q259. How can a teacher's experience reflect the relationship between interest and reading ability?

A. Teachers often see a correlation between interest and willingness to read difficult texts.
B. Teachers believe all students should read the same books.
C. Teachers notice that disinterested students perform better in reading.
D. Teachers think that reading ability is solely based on age.

Answer: A. Teachers often see a correlation between interest and willingness to read difficult texts.
Explanation: The text illustrates that teachers often observe that students who show interest in a subject may improve their reading performance.

Q260. What implication does the text suggest regarding assessing readability?

A. It is unnecessary to consider the reader's factors.
B. Textual features are the only consideration.
C. Both reader and text factors must be evaluated together.
D. Readability is only a concern for younger readers.

Answer: C. Both reader and text factors must be evaluated together.
Explanation: The text asserts that understanding readability involves examining the interplay between the reader's abilities and the characteristics of the text.

UNIT 7

Readability and Text

Q261. According to readability research, what makes texts more difficult for readers?

A. Short sentences
B. Long sentences
C. Illustrations in the text
D. Simple vocabulary

Answer: B. Long sentences
Explanation: The text states that long sentences can make texts harder for readers to absorb, affecting readability.

Q262. What is suggested as a potential issue with sentence length in relation to readability?

A. Length indicates difficulty level.
B. It is a crude indicator of sentence complexity.
C. Short sentences are always easier to understand.
D. It has no impact on reading comprehension.

Answer: B. It is a crude indicator of sentence complexity.
Explanation: The text explains that while sentence length affects readability, it may not be the length itself but the complexity that makes a text difficult.

Q263. How is a simple sentence defined in the text?

A. A sentence with multiple clauses.
B. A sentence that contains a subject and a predicate.
C. A sentence with passive voice.
D. A sentence that expresses a complex thought.

Answer: B. A sentence that contains a subject and a predicate.
Explanation: The text states that a simple sentence has a clear structure, including a subject and predicate.

Q264. Which type of sentence is described as containing two or more independent clauses?

A. Simple sentence
B. Complex sentence
C. Compound sentence
D. Fragmented sentence

Answer: C. Compound sentence
Explanation: The text defines a compound sentence as one that combines two or more independent clauses.

Q265. What is a characteristic of complex sentences as described in the text?

A. They consist of only one clause.
B. They include a main clause and one or more dependent clauses.
C. They are always easier to read.
D. They do not have a subject.

Answer: B. They include a main clause and one or more dependent clauses.
Explanation: The text indicates that complex sentences have a more intricate structure due to the inclusion of dependent clauses.

Q266. What issue can arise from using too many complex sentences?

A. It enhances readability.
B. It simplifies the text.
C. It overloads the reader's short-term memory.
D. It encourages readers to read more.

Answer: C. It overloads the reader's short-term memory.
Explanation: The text mentions that an excess of complex sentences can overwhelm a reader's memory capacity, making comprehension more difficult.

Q267. According to the example provided, what is a potential challenge with the following sentence?

"Clinging to the rivers, which every year deposit a layer of fertile alluvium, these primitive peasants are living in village communities, witnessing in their calm tranquility the rise and fall of empires in the sprawling cities on the banks of the Ganga or the Jamuna."

A. It is too short.
B. It is overly complex and difficult to understand in one reading.
C. It uses too much jargon.
D. It lacks punctuation.

Answer: B. It is overly complex and difficult to understand in one reading.
Explanation: The text asserts that such long, complex sentences can be difficult for readers to comprehend in a single attempt.

Q268. What grammatical structure is highlighted as a common area of difficulty in scientific writing?

A. Use of active voice
B. Use of passive voice
C. Use of adjectives
D. Use of imperative sentences

Answer: B. Use of passive voice
Explanation: The text points out that excessive use of passive constructions can complicate comprehension, especially in scientific writing.

Q269. What is nominalization, as discussed in the text?

A. The use of more active verbs.
B. The transformation of verbs into nouns.
C. The simplification of sentences.
D. The inclusion of more clauses.

Answer: B. The transformation of verbs into nouns.
Explanation: The text describes nominalization as a tendency to convert verbs into nouns, which can make sentences less engaging and harder to process.

Q270. How do modal verbs like might and could affect readability?

A. They make sentences more straightforward.
B. They cause comprehension difficulties for some readers.
C. They have no effect on reading comprehension.
D. They simplify complex ideas.

Answer: B. They cause comprehension difficulties for some readers.
Explanation: The text indicates that modal verbs can complicate understanding, particularly for poor or slow readers.

Q271. What is the impact of having too many clauses in a single sentence?

A. It enhances clarity.
B. It can make the sentence difficult to understand.
C. It reduces the length of the text.
D. It simplifies the ideas presented.

Answer: B. It can make the sentence difficult to understand.
Explanation: The text notes that sentences with many clauses can overwhelm readers and hinder comprehension.

Q272., what happens when a sentence is highly compressed?

A. It becomes clearer and easier to understand.
B. The reader has too few clues to quickly reconstruct the intended message.
C. It is suitable for all readers.
D. It enhances the quality of scientific writing.

Answer: B. The reader has too few clues to quickly reconstruct the intended message.
Explanation: The text states that compressed sentences may confuse readers due to insufficient information to grasp the meaning quickly.

Q273. What does the text imply about the relationship between syntactic complexity and the writer's ability?

A. Syntactic complexity always indicates poor writing skills.
B. Syntactic complexity is unrelated to the writer's intent.
C. Syntactic complexity may be necessary for expressing complex thoughts.
D. Writers should avoid complex structures altogether.

Answer: C. Syntactic complexity may be necessary for expressing complex thoughts.
Explanation: The text clarifies that using complex structures can be essential for conveying intricate ideas, and it does not imply a flaw in the writer's skills.

Q274. What does the text suggest about later developments in linguistics and their impact on language processing?

A. They emphasize that only syntax is important.
B. They highlight the importance of both syntactic complexity and perceptual variables.
C. They suggest that meaning is irrelevant to understanding.
D. They focus solely on grammatical correctness.

Answer: B. They highlight the importance of both syntactic complexity and perceptual variables.
Explanation: The text mentions that understanding language involves more than just syntax; it includes the decoding of meaning and various perceptual factors.

Q278: What is the primary purpose of readability formulae?
A) To measure the length of texts
B) To predict the difficulty level of texts for different readers
C) To enhance vocabulary skills
D) To increase sentence complexity
Correct Answer: B
Explanation: Readability formulae are designed to assess how difficult a text is for different readers based on factors like vocabulary and sentence structure.

Q279: Which of the following is NOT mentioned as a readability formula in the text?
A) Fry graph
B) Fog formula
C) Flesh formula
D) Gunning formula
Correct Answer: D
Explanation: The Gunning formula is not mentioned ; instead, it discusses the Fry graph, Fog formula, Flesh formula, and others.

Q280: What is the Modified Fog Index (MFI) used for?
A) To count the total number of words in a text
B) To assess vocabulary difficulty and sentence structure
C) To evaluate the aesthetic quality of a text
D) To determine the author's intent
Correct Answer: B
Explanation: The MFI evaluates the complexity of vocabulary and sentence structure, which are critical components in determining readability.

Q281: In the MFI, what type of words are counted to measure vocabulary difficulty?
A) One-syllable words
B) Two-syllable words
C) Polysyllabic words (three or more syllables)
D) Nouns only
Correct Answer: C
Explanation: The MFI specifically counts polysyllabic words as they tend to be longer and more complex, indicating higher difficulty.

Q282: , which of the following is a step in calculating the readability score using the MFI?
A) Count the number of paragraphs in the text
B) Find the average length of words in the text
C) Find the average length of complete sentences
D) Identify the most common words used
Correct Answer: C
Explanation: Calculating the average length of complete sentences is an essential step in determining the readability score using the MFI.

Q283: How does the MFI estimate the difficulty of sentence structure?
A) By counting the number of words
B) By finding the average length of complete sentences
C) By analyzing the subject matter
D) By assessing the readability of each word
Correct Answer: B
Explanation: The MFI estimates sentence structure difficulty by calculating the average length of sentences, as longer sentences are generally more complex.

Q284: What is the average sentence length calculated from the provided passage?
A) 25.5
B) 30.3
C) 40.0
D) 50.7
Correct Answer: B
Explanation: The average sentence length calculated from the passage was found to be 30.3 by dividing the total number of words in complete sentences by the number of complete sentences.

Q285: How many polysyllabic words were identified up to the 100th word?
A) 10
B) 12
C) 20
D) 25
Correct Answer: C
Explanation: that there were 20 polysyllabic words identified up to the 100th word, which are considered more challenging for readers.

Q286: What is a cloze test?
A) A test of grammar skills
B) A readability test where every nth word is deleted for the reader to fill in
C) A vocabulary assessment
D) A comprehension quiz
Correct Answer: B
Explanation: A cloze test involves removing every nth word from a text, which the reader then attempts to fill in based on context, making it a readability assessment.

Q287: What knowledge does a reader use to fill in the blanks in a cloze test?
A) Knowledge of grammar only
B) Linguistic knowledge, textual knowledge, and knowledge of the words
C) Memorization of texts
D) General knowledge of the subject matter
Correct Answer: B
Explanation: Readers rely on linguistic knowledge, contextual clues from the text, and their understanding of word meanings to fill in the blanks in a cloze test.

Q288: What does a score of 60 percent or above on a cloze test indicate?
A) The text is too difficult
B) The text is fairly easy and suitable for independent reading
C) The reader lacks comprehension skills
D) The text is meant for advanced readers
Correct Answer: B
Explanation: A score of 60 percent or above suggests that the text is accessible and can be understood independently by the reader.

Q289: If a reader scores below 40 percent on a cloze test, what does this imply?
A) The reader is highly skilled
B) The material is too difficult and may cause frustration
C) The reader is distracted
D) The material is easy but requires more time
Correct Answer: B
Explanation: A score below 40 percent indicates that the text is likely to challenging for the reader, leading to potential frustration.

Q290: In the provided cloze test passage about India, what was the mean score achieved by the teachers who completed it?
A) 50.0 percent
B) 31.8 percent
C) 45.5 percent
D) 60.0 percent
Correct Answer: B
Explanation: The mean score was reported as 31.8 percent, indicating that even highly educated individuals found the passage difficult.

Q291: What conclusion can be drawn from the findings of the cloze test in relation to the readability formulas?
A) They provide different insights
B) They reinforce each other and indicate similar readability levels
C) They are not useful
D) They only apply to certain age groups
Correct Answer: B
Explanation: The findings suggest that the cloze

test scores and readability formula scores are consistent and provide similar insights into the readability of the text.

Q292: , what does the term "closure" refer to in the context of a cloze test?
A) Completing a reading task
B) The cognitive process of filling in gaps based on prior knowledge
C) Ending a sentence
D) Concluding a test
Correct Answer: B
Explanation: "Closure" in this context refers to the cognitive process where readers use their knowledge to guess the missing words in a text.

Q293: How is the reading level assessed through cloze tests?
A) By evaluating pronunciation skills
B) By counting the number of pages read
C) By comparing the filled blanks to the original text
D) By checking for summarization ability
Correct Answer: C
Explanation: The reading level is determined by how accurately the reader's insertions match the original text, indicating their understanding and familiarity with the language.

UNIT 8

Aberrations in technical writing

Q294: What is the primary caution given to students of technical writing?
A) Focus solely on style
B) Avoid isolated errors and inaccuracies in grammar, usage, and style
C) Write as quickly as possible
D) Limit research to a single source
Correct Answer: B
Explanation: the importance of avoiding isolated errors and inaccuracies, as they can undermine effective communication in technical writing.

Q295: , what can lead to an aberrant text?
A) Only external factors
B) Both internal shortcomings and deficiencies in communication
C) A strict adherence to rules
D) Over-reliance on visual aids
Correct Answer: B
Explanation: An aberrant text can arise from internal issues, such as weak organization and poor documentation, as well as a failure to effectively communicate the text's purpose and message.

Q296: How does Barrass (1978) describe a well-written technical document?
A) It must be lengthy
B) It must be appropriate to the subject matter, reader's needs, and occasion
C) It should include many visuals
D) It can be written in any style
Correct Answer: B
Explanation: Barrass states that a technical document's effectiveness relies on its appropriateness to the subject matter, audience, and context in which it is presented.

Q297: What is a key aspect of the writing process for technical documents?
A) Writing must be completed in one sitting
B) The document is prepared in stages, from commissioning to final production
C) Only one type of source should be used
D) Technical documents do not require revisions
Correct Answer: B
Explanation: technical writing occurs in stages and can be revised at each step to ensure quality and accuracy.

Q298: What can lead to a biased technical text?
A) Including visuals
B) Over-relying on one type of source of information
C) Following a strict outline
D) Having multiple authors
Correct Answer: B
Explanation: Bias can occur if a writer focuses excessively on one type of information source

while neglecting others, leading to an unbalanced perspective.

Q299: What checklist should a writer prepare for each stage of writing?
A) A list of all sources
B) Questions related to house style, specifications, deadlines, and readership
C) A summary of each section
D) A bibliography
Correct Answer: B
Explanation: writers should develop a checklist including essential questions that guide the writing process and ensure adherence to requirements.

Q300: Why might course writers for distance education need to rewrite entire units?
A) They lack discipline
B) They may not fully appreciate the importance of the distance education text production mode
C) They have too much content
D) They do not understand technical writing
Correct Answer: B
Explanation: Writers may need to rewrite units if they fail to recognize the unique requirements and significance of writing for distance education formats.

Q301: What factors can lead to unreliability and inaccuracy in technical writing?
A) Proper documentation
B) Lack of attention to content reliability and technical style
C) Following strict guidelines
D) Utilizing multiple sources
Correct Answer: B
Explanation: that neglecting content reliability and technical style can result in unreliable and inaccurate technical documents.

Q302: What challenges are associated with translating technical texts?
A) They are always easy to translate
B) The difficulty level increases with greater differences between source and target languages
C) They do not require cultural understanding
D) Technical texts are typically short
Correct Answer: B
Explanation: that translation becomes more difficult as the disparity between the original language and the target language increases, affecting both conceptual and linguistic levels.

Q303: What are the sources of information listed by Rebecca and Burnett (1990) in Technical Communication?
A) Personal preferences
B) Personal observations, calculations, samples, experiments, and others
C) Only library sources
D) Only government documents
Correct Answer: B
Explanation: twelve different sources of information that include personal observations, calculations, samples, experiments, and various others, indicating the diversity of sources available to writers.

Q304: , which type of sources is considered more reliable?
A) Secondary sources
B) Primary sources
C) Online articles
D) Personal opinions
Correct Answer: B
Explanation: that primary sources are viewed as more reliable than secondary sources, although biases in primary sources should be checked against secondary information.

Q305: What question can help evaluate the quality of sources used by a writer?
A) Did the writer use too many sources?
B) Has the writer consulted both primary and secondary sources?
C) Did the writer write quickly?
D) Are the sources outdated?
Correct Answer: B
Explanation: one important evaluation question is whether the writer has consulted both primary and secondary sources instead of relying solely on one type.

Q306: What could lead to a text being aberrant or incomplete?
A) A well-structured outline
B) Poor grasp of the subject and not fully exploiting sources
C) A thorough revision process
D) Consulting multiple sources
Correct Answer: B
Explanation: The text indicates that incomplete or inaccurate content can result from a writer's poor understanding of the subject and inadequate use of available sources.

Q307: Which question helps ensure the completeness of content in a text?
A) Is the document lengthy?
B) Is the information suitable to the purpose?
C) Is the text colorful?
D) Is the text difficult to understand?
Correct Answer: B
Explanation: Ensuring that the information aligns with the purpose of the text is crucial for checking completeness, as highlighted .

Q308: When modifying the extent and depth of information in a text, what should a writer consider?
A) The writer's personal experience
B) The knowledge level of the reader
C) The length of the text
D) The complexity of the language used
Correct Answer: B
Explanation: Understanding the reader's prior knowledge is essential for appropriately adjusting the content's depth and extent, as mentioned .

Q309: Why is it important to consider who else might read the text besides the target audience?
A) To make the text longer
B) To facilitate the right choice of examples and illustrations
C) To avoid using technical terms
D) To ensure the text is easy to write
Correct Answer: B
Explanation: Considering potential additional readers helps writers select appropriate examples and illustrations, enhancing the overall effectiveness of the text.

Q310: How should the topic of breastfeeding be discussed for different audiences?
A) Only from a medical perspective
B) At varying levels for academic and lay audiences
C) It should not be discussed in detail
D) Only using simple language
Correct Answer: B
Explanation: that the complexity of the discussion about breastfeeding should vary based on whether the audience is academic or lay, demonstrating the need for audience-tailored content.

Q311: Which aspect should be checked to ensure that data in a technical document are organized effectively?
A) Is the data colorful?
B) Is the data organized in a logical form?
C) Is the data published?
D) Is the data easy to print?
Correct Answer: B
Explanation: Logical organization of data is essential for clarity and comprehension, as suggested by the evaluation questions presented .

Q312: What is a key consideration for the general organization of a document?
A) The document length
B) Logical presentation of material according to a clear pattern
C) Use of complicated vocabulary
D) Number of visuals included
Correct Answer: B
Explanation: that the material should be presented logically according to a clear pattern, which is essential for effective document organization.

Q313: What should a document include to indicate its structure?
A) Headings and subheadings
B) Footnotes
C) Only paragraphs
D) Index

Correct Answer: A
Explanation: the body of the report should be divided into parts indicated by headings and subheadings to provide clarity and organization.

Q314: How should visuals in a technical document be characterized?
A) Only decorative
B) Essential for illustrating text and clarifying complex ideas
C) Randomly placed without purpose
D) Unnecessary for understanding the content
Correct Answer: B
Explanation: that visuals are essential for defining, illustrating, and explaining content, especially for complex and abstract ideas.

Q315: What is one of the purposes of visuals in technical documents?
A) To fill space
B) To clarify, explain, and support the text
C) To complicate the information
D) To make the document longer
Correct Answer: B
Explanation: Visuals serve specific purposes such as clarifying and supporting the text, especially when dealing with complex ideas that require additional explanation.

Q316: What question helps determine the appropriateness of visuals in a document?
A) Are the visuals colorful?
B) Are visuals directly related to the text?
C) Are the visuals in black and white?
D) Are the visuals included for decoration?
Correct Answer: B
Explanation: the importance of ensuring that visuals are directly related to the text to maintain coherence and relevance.

Q317: Why is it important to label visuals accurately?
A) To increase the document's length
B) To ensure the reader understands the visual content
C) To distract from the text
D) To complicate the information
Correct Answer: B
Explanation: Accurate labeling of visuals is crucial for helping the reader understand the content and context of the visuals presented.

Q318: What should a technical writer be familiar with when working with visuals?
A) Only technical jargon
B) Basics of illustration and its terminology
C) Marketing strategies
D) Financial accounting
Correct Answer: B
Explanation: Familiarity with illustration basics and terminology is essential for a technical writer to effectively communicate their needs to an illustrator.

Q319: How should the visual content be presented in relation to the text?
A) Far from the text reference
B) Close to the text reference
C) On a separate page
D) In the appendix only
Correct Answer: B
Explanation: that visuals should be placed close to the text reference to aid in understanding and to provide immediate context.

Q320: What type of error is specific to tables compared to maps or charts in technical documents?
A) The need for more visuals
B) Label and caption placement
C) Use of colors
D) Complexity of data
Correct Answer: B
Explanation: that for tables, the label and caption are placed above, whereas for maps and charts, they are placed below due to differences in how the information is read.

Q321: What should be included at the beginning of a document to help readers navigate visuals?
A) A summary of the document
B) A list of figures, tables, and illustrations

C) A list of references
D) An index of topics
Correct Answer: B
Explanation: Including a list of figures, tables, and illustrations at the beginning of the document helps readers find and reference visuals easily.

Key points about visuals in technical documents, their purposes, and considerations for their use:

Aspect	Details
Importance of Visuals	Visuals are essential for technical documents; they must be checked for appropriateness, accuracy, and completeness.
Role of Technical Writer	A technical writer may need an illustrator but should understand basic illustration concepts and terminology.
Types of Visuals	- Maps - Tables - Charts - Flowcharts - Process Diagrams - Graphics - Drawings - Photographs
Functions of Visuals	- Define - Illustrate - Explain - Describe - Verify - Summarize - Support text
Complex Information	Visuals help clarify complex and abstract ideas, making them easier for readers to understand and recall.
Presentation of Information	Processes, operations, and explanations can be more effectively depicted graphically, often using tables for comparisons and instructions.
Decision Questions for Visuals	1. Are visuals related to the text? 2. Do they clarify or support the text? 3. Are they suitable for the audience? 4. Are they easy to understand? 5. Is the visual close to the text reference? 6. Is it adequately explained? 7. Is the reference complete? 8. Is it accurately labeled? 9. Is the source found and authoritative? 10. Are units of measurement, correct? 11. Are abbreviations explained? 12. Are symbols explained? 13. Is the quality of the visual high? 14. Is it technically, correct? 15. Is there enough data for conclusions? 16. Is there a list of figures/tables/illustrations?
Errors in Different Visuals	- Tables: Labels and captions are above - Maps/Charts: Labels and captions are below - Bars in graphs should be of uniform width with correct spacing
Verification	Information going with visuals should be verified against the text.
Overall, Role of Visuals	Visuals are not just decorative; they are essential to content and require careful preparation and vetting.

Key points about documentation in technical and scientific writing:

Aspect	Details
Purpose of Documentation	All information from external sources must be acknowledged, including ideas, illustrations, examples, and evidence.
Methods of Acknowledgment	Sources can be acknowledged in text (parentheses), footnotes, or end pages. Detailed documentation requires bibliographies, references, or indexes.
Listing Visuals	Frequent visuals (maps, tables, figures, photographs) should be listed with source information, usually after the table of contents or in the end pages.
Types of Sources Needing Documentation	- Unpublished materials (cyclostyled notes, seminar papers, unpublished dissertations) - Self-created visuals (charts, diagrams, tables) - Information from interviews, surveys, field observations
Documentation Standards	Authors should not deviate from standard documentation systems and should be familiar with them, even if skilled aid is available.
Common Style Manuals	- The Chicago Manual of Style - Modern Language Association Handbook - Institutional manuals for science and technology documentation
Minimum Information Required	- Author(s) name(s) with initials - Title and publication details (place, publisher/journal, date) - Edition (if applicable)
Example of Bibliographic Entry	**Author(s)**: James, Bingham, and Samual Maher **Title**: The Kinescope Arts & Science **Publication**: Princeton: Little House, 1970.
Format Differences	- Bibliography entries: Full stops separate items - Footnotes/Endnotes: Commas separate items
Indexing	An index is necessary for comprehensive texts, aiding in cross-referencing and quick information retrieval. Individual items must be carefully indexed with page numbers.
Current Trends	Documentation should be simple to keep the flow of ideas. Use of terms like ibid., op. cit., etc., is discouraged. Internal documentation is preferred.
Importance of Documentation	Proper documentation enhances credibility, allows readers to verify information, and serves as reference material for further research.
Attention to Documentation	Authors should pay special attention to documentation during writing and revision to avoid errors.

Q322: What is required in technical and scientific writing regarding information from outside sources?
A) To ignore outside sources
B) To acknowledge all ideas, illustrations, and examples with complete references

C) To paraphrase without citation
D) To provide personal opinions
Correct Answer: B
Explanation: that all information from outside sources must be acknowledged with complete references, whether quoted directly or paraphrased.

Q323: How should sources be acknowledged in a technical document?
A) Only in footnotes
B) In parentheses, footnotes, or end pages
C) Only at the end of the document
D) Not required at all
Correct Answer: B
Explanation: Sources are generally acknowledged in the text using parentheses, footnotes, or end pages, as indicated .

Q324: What additional documentation is required for more extensive sources?
A) A summary of the text
B) A bibliography, references or sources cited, and indexes
C) A personal opinion section
D) A glossary
Correct Answer: B
Explanation: that more extensive documentation requires a bibliography, references, or sources cited, along with indexes.

Q325: Where should lists of visuals be placed in a document?
A) At the beginning of the document
B) After the table of contents or in the end pages
C) In the middle of the document
D) Not necessary to include
Correct Answer: B
Explanation: Lists of visuals, including information about their sources, are usually placed after the table of contents or in the end pages of the document.

Q326: Which of the following types of materials may also need documentation?
A) Only published books
B) Unpublished materials like cyclostyled notes and papers submitted at seminars
C) Only articles from journals
D) Only online articles
Correct Answer: B
Explanation: that unpublished materials, such as cyclostyled notes and seminar papers, also need to be documented.

Q327: What is advised for authors regarding the standard systems of documentation?
A) To create their own systems
B) Not to deviate from established documentation standards
C) To rely solely on personal style
D) To ignore documentation altogether
Correct Answer: B
Explanation: that authors should not deviate from standard systems of documentation, even if they have skilled assistance.

Q328: What are some commonly referred manuals for documentation?
A) The Harvard Guide
B) The Chicago Manual of Style and the Modern Language Association Handbook
C) The Oxford Style Guide
D) The APA Manual
Correct Answer: B
Explanation: that the Chicago Manual of Style and the Modern Language Association Handbook are commonly referred to for documentation standards.

Q329: Which organization provides style manuals specific to science and technology?
A) American Psychological Association
B) Institutions of science and technology
C) National Geographic Society
D) International Business Association
Correct Answer: B
Explanation: that institutions of science and technology publish their own style manuals, providing guidance for documentation.

Q330: What service does the Indian National Science Documentation Centre provide?
A) Personal training for authors
B) Documentation services for scientists and technologists
C) Style manuals for literary works
D) Editing services for manuscripts
Correct Answer: B
Explanation: that the Indian National Science Documentation Centre offers documentation services specifically for scientists and technologists.

Q331: What is the primary purpose of diction in technical writing?
A) To use complex vocabulary
B) To ensure clarity in communication
C) To impress the audience
D) To confuse readers
Correct Answer: B
Explanation: that diction in technical writing focuses on being aware of dos and don'ts in word usage to achieve clarity.

Q332: What role do technical terms play in technical writing?
A) They complicate the message
B) They are optional
C) They help identify ideas or objects precisely
D) They make writing longer
Correct Answer: C
Explanation: that technical terms are essential as they precisely identify ideas or objects, making writing economical and to the point.

Q333: Why is it important for a writer to be sensitive to the language competence of their readers?
A) To avoid using technical terms
B) To facilitate communication rather than hinder it
C) To impress advanced readers
D) To use more complex language
Correct Answer: B
Explanation: that being sensitive to the readers' language competence helps ensure that the use of terminology facilitates communication rather than hinders it.

Q334: In the example provided, how would laywomen be instructed to check for lumps in the breast?
A) "Palpate the breast for a lump."
B) "If you feel a lump, get yourself examined by a doctor."
C) "Scan for abnormalities."
D) "Perform a self-assessment."
Correct Answer: B
Explanation: that laywomen would be instructed with simple language, saying, "If you feel a lump, get yourself examined by a doctor."

Q335: What is a recommended practice to avoid jargon in technical writing?
A) Use long and complex phrases
B) Choose simple, direct, specific, and concrete words
C) Use only technical terms
D) Avoid writing altogether
Correct Answer: B
Explanation: Writers to use simple, direct, specific, and concrete words to avoid jargon.

Q336: What is a noun string?
A) A series of verbs
B) A series of two or more nouns where the first noun modifies the later ones
C) A type of jargon
D) A simple sentence
Correct Answer: B
Explanation: A noun string is defined as a series of two or more nouns in which the first noun modifies the later ones.

Q337: How can the noun string "scanner head motor control" be revised for clarity?
A) Control of the scanner's head motor
B) Motor control for the scanner head
C) Control of the scanner head's motor
D) Scanner head control motor
Correct Answer: C
Explanation: the revised version as "control of the scanner head's motor," which clarifies the meaning.

Q338: What is redundancy in writing?
A) Using complicated phrases
B) Using terms with the same meaning
C) Using unclear language
D) Writing without structure
Correct Answer: B
Explanation: Redundancy occurs when terms that have the same meaning are used together, as indicated .

Q339: Which of the following pairs is an example of redundancy?
A) First and last
B) Basic and fundamental
C) Important and essential
D) Each and every
Correct Answer: B
Explanation: "basic and fundamental" as an example of redundancy since both terms convey similar meanings.

Q340: Which is NOT a characteristic of good diction in technical writing?
A) Clarity
B) Complexity
C) Specificity
D) Directness
Correct Answer: B
Explanation: Good diction in technical writing emphasizes clarity, specificity, and directness, not complexity.

Q341: What is one of the uses of a colon?
A) To separate two independent clauses
B) To introduce a list or series
C) To indicate the end of a statement
D) To separate phrases with commas
Correct Answer: B
Explanation: that colons are used to introduce a list or a series.

Q342: How is a semicolon correctly used in a sentence?
A) To indicate the end of a command
B) To link two closely related sentences
C) To introduce a quote
D) To separate items in a list
Correct Answer: B
Explanation: that semicolons link closely related sentences.

Q343: What is a dash shown by?
A) A single hyphen
B) Two hyphens (--)
C) A comma
D) A colon
Correct Answer: B
Explanation: a dash as being shown by typing two hyphens.

Q344: When are parentheses used in a sentence?
A) To replace a possessive phrase
B) To separate supplementary information
C) To indicate the end of a statement
D) To introduce a list
Correct Answer: B
Explanation: that parentheses are used to separate supplementary information within a sentence.

Q345: What is the primary function of quotation marks ?
A) To indicate a pause
B) To indicate titles of articles from journals and newspapers
C) To denote possession
D) To introduce a list
Correct Answer: B
Explanation: Quotation marks are used to indicate the titles of articles from journals and newspapers.

Q346: How is the possessive formed in writing?
A) By adding an apostrophe after the word
B) By adding "of" before the noun
C) By using an apostrophe followed by 's'
D) By changing the word entirely
Correct Answer: C
Explanation: that an apostrophe followed by 's' is used to form the possessive.

Q347: What is one of the conventional uses of a comma?
A) To end a statement
B) In dates, numbers, and addresses
C) To indicate a quote
D) To form a possessive
Correct Answer: B
Explanation: that commas are used in dates, numbers, addresses, and other contexts.

Q348: What does a full stop (period) indicate in writing?
A) The beginning of a question
B) The end of a statement or command
C) A pause in the sentence
D) The beginning of a new paragraph
Correct Answer: B
Explanation: A full stop is used to indicate the end of a statement or command.

Q349: In what situation should a full stop follow numbers or letters?
A) When introducing a list
B) When enumerating items in a list
C) At the end of every sentence
D) To indicate a title
Correct Answer: B
Explanation: that a full stop should follow numbers or letters enumerating items in a list.

Q350: What punctuation is used as a decimal point?
A) Comma
B) Colon
C) Semicolon
D) Full stop (period)
Correct Answer: D
Explanation: that a full stop is used as a decimal point.

UNIT 9

Structure: definition, purpose, characteristics and functions

Q351: What is the primary purpose of oral communication?
A) To write down ideas
B) To communicate ideas verbally to an audience
C) To create visual presentations
D) To analyze written reports
Correct Answer: B
Explanation: that oral communication involves communicating ideas to a single person or a group.

Q352: Which of the following is NOT mentioned as a form of oral communication?
A) Keynote speeches
B) Written reports
C) Radio talks
D) Public addresses
Correct Answer: B
Explanation: various forms of oral communication but does not include written reports.

Q353: What is the maximum attention span of listeners?
A) 30 minutes
B) 60 to 90 minutes
C) 120 minutes
D) 150 minutes
Correct Answer: B
Explanation: that listeners have a maximum attention span of between 60 and 90 minutes.

Q354: Which audience type requires the use of simple language and background information?
A) Managers
B) Non-specialists
C) Peers
D) Mixed audience
Correct Answer: B
Explanation: Non-specialists lack technical knowledge and need simple language and background information.

Q355: What should be avoided when addressing an international audience?

A) Simple sentences
B) Idiomatic language
C) Cultural references
D) Clear examples
Correct Answer: B
Explanation: Avoiding idiomatic language when speaking to an international audience.

Q356: What is a critical factor to analyze before presenting a speech?
A) The color of visual aids
B) The objective of the speech
C) The number of words used
D) The speaker's experience
Correct Answer: B
Explanation: that one should analyze the objective of the speech (to teach, persuade, stimulate, or entertain).

Q357: Why are visual aids important in oral communication?
A) They distract the audience
B) They enhance the effectiveness of communication
C) They reduce the need for preparation
D) They replace the spoken message
Correct Answer: B
Explanation: that a combination of words and illustrations improves the effectiveness of communication.

Q358: Which of the following is NOT listed as a type of visual aid?
A) Overhead transparencies
B) Audio recordings
C) Flip charts
D) Computer screen projection
Correct Answer: B
Explanation: several types of visual aids but does not mention audio recordings.

Q359: What should be considered when selecting a visual aid?
A) Its length
B) How reliable it is
C) Its color
D) The speaker's preference
Correct Answer: B
Explanation: Questions to consider when selecting visual aids, including reliability.

Q360: What role do visual aids play in presenting large amounts of data?
A) They complicate the presentation
B) They present data in a more digestible form
C) They reduce the need for data
D) They replace the spoken explanation
Correct Answer: B
Explanation: that visual aids help present large amounts of data in a more digestible form.

Q361: What is written communication primarily characterized by?
A) Emotional appeal
B) Objectivity and accuracy
C) Informal language
D) Subjective opinions
Correct Answer: B
Explanation: that written communication is characterized by a high value of objectivity, accuracy, and restraint.

Q362: What type of audience is written communication intended for?
A) General public
B) Users with special interest in the subject
C) Children
D) Individuals with no technical knowledge
Correct Answer: B
Explanation: Written communication is intended for users who have some special interest in the subject.

Q363: Which of the following is NOT mentioned as an electronic communication device?
A) Fax machines
B) Typewriters
C) Computers
D) Electronic mail
Correct Answer: B
Explanation: electronic communication devices but does not include typewriters.

Q364: How is technical communication structurally classified?
A) Formal and informal
B) Horizontal and vertical
C) Academic and non-academic
D) Written and spoken
Correct Answer: B
Explanation: that technical communication may be classified as horizontal and vertical.

Q365: What is one of the key characteristics of technical communication?
A) It is intended for a general audience.
B) It involves specific scientific and technical subjects.
C) It uses complex language.
D) It is only verbal.
Correct Answer: B
Explanation: that technical communication deals with various scientific and technical subjects.

Q366: Which of the following best describes the language used in technical communication?
A) Pompous and complex
B) Direct and devoid of needless jargon
C) Casual and informal
D) Flowery and descriptive
Correct Answer: B
Explanation: that technical communication is devoid of stiff and pompous language and needless technical jargon.

Q367: What is the purpose of technical communication ?
A) To entertain
B) To define problems and evaluate solutions
C) To persuade
D) To narrate stories
Correct Answer: B
Explanation: that technical communication defines the problem, plans, tests, implements, and evaluates the solution.

Q368: What distinguishes technical communication from other forms of communication?
A) It uses informal language.
B) Both the communicator and the reader have some technical knowledge.
C) It is only presented in writing.
D) It is meant for a mass audience.
Correct Answer: B
Explanation: that both the communicator and the reader have some technical knowledge.

Q369: Which of the following characteristics is NOT associated with technical communication?
A) Meticulous and precise
B) Vague and indirect
C) Comprehensive
D) Well-organized
Correct Answer: B
Explanation: Technical communication as meticulous, accurate, precise, and comprehensive, indicating that it is not vague or indirect.

Q370: What aspect of technical communication is emphasized regarding its content?
A) Emotional appeal
B) Graphic and audiovisual aids
C) Lengthy explanations
D) Minimal information
Correct Answer: B
Explanation: that technical communication is characterized by scientific and technical vocabulary, graphic and audiovisual aids, and different content forms.

UNIT 10

Collection, organization and presentation of data including illustrations.

Q371: According to Gregory Clark, what is a key aspect of technical communication?
A) A simple process of sharing information
B) A process of social interaction
C) A method of entertaining the audience

D) A way to avoid conflict
Correct Answer: B
Explanation: that technical communication is a process of social interaction, not merely conveying information.

Q372: What is one of the roles of ethical technical communication as described ?
A) To confuse those who need information
B) To mediate conflict between those who have information and those who need it
C) To prioritize certain audiences over others
D) To promote competition
Correct Answer: B
Explanation: Ethical technical communication helps mediate conflicts and develop shared knowledge to meet common needs.

Q373: What language is primarily used in technical communication worldwide?
A) Spanish
B) French
C) English
D) Mandarin
Correct Answer: C
Explanation: that technical communication is carried out in one language, which is English.

Q374: What issue arises due to the use of English in technical communication?
A) Too many technical terms
B) Problems of miscommunication
C) Lack of interest from readers
D) Limited audience reach
Correct Answer: B
Explanation: that since English is spoken differently in various countries, miscommunication problems arise.

Q375: Which of the following forms is NOT mentioned as a type of written presentation in technical communication?
A) Technical report
B) Conference report
C) Poem
D) Dissertation
Correct Answer: C
Explanation: several forms of written presentation but does not include poetry.

Q376: Before making a presentation, a technical communicator should analyze the reader's:
A) Personal interests
B) Level of knowledge on the subject
C) Age and gender
D) Social media presence
Correct Answer: B
Explanation: the importance of understanding whether the reader is informed or uninformed about the subject.

Q377: What are the types of reader response mentioned ?
A) Positive and negative
B) Highly reactive, moderate, indifferent
C) Interested and uninterested
D) Active and passive
Correct Answer: B
Explanation: the types of reader response as highly reactive, moderate, indifferent, and potentiality of evoking response.

Q378: What should a technical communicator consider when stating the objectives of their message?
A) What should my message accomplish?
B) How long the message should be
C) What visuals to include
D) How to entertain the audience
Correct Answer: A
Explanation: the importance of defining what the message should accomplish as part of the objectives.

Q379: Which of the following is NOT a method to support an idea or thought in technical communication?
A) Testimony
B) Reasoning
C) Guessing
D) Statistics and facts
Correct Answer: C

Explanation: several methods to support an idea but does not mention guessing.

Q380: What does a technical communicator need to do after deciding on their objective and target audience?
A) Present without any data
B) Look for sources of information and organize data
C) Focus solely on visuals
D) Avoid collecting too much information
Correct Answer: B
Explanation: that after deciding on objectives and the target audience, the communicator looks for information sources to collate, organize, and present data.

Key points about the collection of data based:

Category	Sources of Data
1. Oral or Informal	- Reactions from family members and friends - Conversations during morning walks - Interactions during travel and public places - Official channels (in-box documents, personal files, meeting records)
2. Ephemeral	- Press releases - Newspaper reports - Prospectuses - Publicity brochures, pamphlets, booklets, and leaflets - Radio and TV commercials - Audiotapes, video tapes, cassettes
3. Non-scientific	- Trade journals - Newsletters - Public speeches - Magazines
4. Formal	**Electronic Sources**: - Online databases (LOCKHEED DIALOG, MEDLINE, NASA/RECON, etc.) - SDI services (CA condensates, NTIS, INSPEC, etc.) - Magnetic tapes (BA Previews, FAO, etc.) - CD-ROM discs (current contents) - Microfilms and microfiches **Printed Sources**: - Encyclopedias/Handbooks/Dictionaries - Monographs/Theses/Dissertations - Books - Periodicals (technical) - Abstracting and indexing journals - Bibliographies - Current awareness/alert journals - Directories/year books - Manuals - Patents - Standards/specifications - Designs/drawings - Symposia/Conference proceedings - Datasheets - Vendor Catalogues - Atlases - Gazetteers

Q381: How is data presented in a technical report?
A) Only in written form
B) In textual form along with appropriate tables and illustrations
C) Exclusively as graphics
D) As verbal presentations
Correct Answer: B
Explanation: that data is presented in textual form along with tables and illustrations.

Q382: What is the recommended order for reporting significant facts in a technical report?
A) Random order
B) Descending order of importance to the reader
C) Alphabetical order
D) Ascending order of importance
Correct Answer: B
Explanation: Significant facts should be reported in descending order of importance to the reader.

Q383: Which of the following is NOT one of the characteristics the first draft must possess?
A) Informative and concise
B) Logically organized
C) Full of departmental jargon
D) Readable and accurate
Correct Answer: C
Explanation: The first draft should be free from departmental jargon, .

Q384: What types of data presentation forms are mentioned ?
A) Only written text
B) Tabular, graphic, and chart forms
C) Only graphical forms
D) Audio and video forms
Correct Answer: B
Explanation: various forms such as tabular, graphic, chart, and others for data presentation.

Q385: What is prepared after constructing the framework or outline of ideas?
A) The final draft
B) A basic draft
C) The peer evaluation
D) The appendix
Correct Answer: B
Explanation: After constructing the framework, a basic draft is prepared based on that outline.

Q386: What is the purpose of peer evaluation in the presentation process?
A) To add personal opinions
B) To receive feedback and suggestions
C) To change the main ideas
D) To present to the public
Correct Answer: B
Explanation: that peer evaluation is conducted to receive feedback and suggestions on the draft.

Q387: What should be done with the manuscript after it is revised based on peer suggestions?
A) It should be discarded
B) The final draft is prepared for publication
C) It should be shared with a wider audience
D) It must be left unedited
Correct Answer: B
Explanation: After revising the manuscript based on peer suggestions, the final draft is prepared for publication.

Q388: Where can the final draft be sent or stored for reporting purposes?
A) On paper only
B) To a DTP unit or stored in a floppy disk
C) In an email draft
D) On social media platforms
Correct Answer: B
Explanation: that the final draft may be sent to a DTP unit or stored in a floppy disk for various reporting forms.

Q389: What should be done before sending the draft for peer evaluation?
A) Prepare the draft according to the prescribed format
B) Print it out for manual editing
C) Present it to the public
D) Change the content completely
Correct Answer: A
Explanation: that the draft should be prepared according to the prescribed format before peer evaluation.

Q390: What is a key stage in the presentation of data?
A) Ignoring data selection
B) Thorough editing of the preliminary draft
C) Focusing on aesthetic appeal only
D) Conducting surveys
Correct Answer: B
Explanation: the importance of thorough editing of the preliminary draft before moving forward in the presentation process.

Q391: What is the primary purpose of an appendix in a report?
A) To summarize the entire report
B) To provide supplementary information that supports the body of the report
C) To replace the main text of the report
D) To introduce new topics unrelated to the report
Correct Answer: B
Explanation: The appendix provides

supplementary information that supports the report's body but does not logically fit within it.

Q392: Which of the following items would typically NOT be included in an appendix?
A) Questionnaires
B) Working papers
C) Charts and graphs
D) Additional references
Correct Answer: C
Explanation: that charts, graphs, sketches, and tables are not included in the appendix.

Q393: What does the introduction of a report aim to accomplish?
A) To provide a detailed analysis of data
B) To orient the reader to the problem discussed
C) To summarize the appendix contents
D) To present the findings of the report
Correct Answer: B
Explanation: The introduction orients the reader to the problem discussed, along with the report's origin, purpose, and other key elements.

Q394: How is the arrangement of the text and graphic aids characterized in the first arrangement mentioned ?
A) Graphic aids are excluded completely
B) Complete text is supplemented by graphic aids
C) Only graphic aids are presented
D) Text and graphic aids are presented separately
Correct Answer: B
Explanation: In the first arrangement, the complete text is supplemented by graphic aids to enhance understanding.

Q395: What is a distinguishing feature of the second arrangement of reports?
A) It includes extensive written explanations
B) It uses an abundance of clear graphic aids
C) It does not contain any visual elements
D) It is exclusively for academic reports
Correct Answer: B
Explanation: The second arrangement, used in popular types of reports, is characterized by the use of clear graphic aids to communicate effectively.

Q396: Which of the following is NOT mentioned as a possible content for an appendix?
A) Summary titles
B) Charts
C) Other reports
D) Questionnaires
Correct Answer: B
Explanation: Charts are explicitly mentioned as items that do not belong in the appendix.

Q397: What is a crucial consideration for a writer when determining graphic aids for a report?
A) The overall plan of the writer
B) The length of the report
C) The number of appendices
D) The target audience's preferences
Correct Answer: A
Explanation: that the choice of graphic aids depends on the writer's overall plan for the report.

Q398: In the context of a report, what does "historical background" refer to?
A) The conclusions drawn from the report
B) The context and timeline leading to the current report topic
C) The appendices included
D) The author's personal history
Correct Answer: B
Explanation: The historical background provides context and timeline information that leads to the report's topic.

Q399: How can the appendix enhance the main body of a report?
A) By repeating information
B) By providing supplementary data that supports the main content
C) By summarizing the findings
D) By distracting the reader from the main points
Correct Answer: B
Explanation: The appendix enhances the report

by providing supplementary data that supports the main content without being part of the main text.

Q400: Why might a writer choose to use graphic aids in a report?
A) To complicate the report
B) To effectively communicate the report story
C) To replace all textual information
D) To follow standard formatting
Correct Answer: B
Explanation: that graphic aids help effectively communicate the story of the report.

UNIT 11

Case Studies

Q401: What is the origin of the term "report"?
A) Derived from the Greek word for "information"
B) Derived from the Latin verb "reportage," meaning to bear or bring back
C) A modern English term with no historical origin
D) A term used exclusively in academic settings
Correct Answer: B
Explanation: The term "report" is derived from the Latin verb "reportage," which means to bear or bring back.

Q402: What is the primary purpose of a technical report?
A) To entertain the reader
B) To disseminate information
C) To express personal opinions
D) To confuse the audience
Correct Answer: B
Explanation: A report serves as a means to disseminate information objectively.

Q403: Which of the following is NOT typically included in a technical report?
A) Techniques
B) Standard specifications
C) Personal opinions
D) Designs
Correct Answer: C
Explanation: A technical report avoids judgments, opinions, and arguments, focusing instead on objective data.

Q404: Which characteristic is essential for a good quality technical report?
A) Clarity of facts
B) Use of complex jargon
C) Lengthy descriptions
D) Subjective reasoning
Correct Answer: A
Explanation: A good technical report must have clarity of facts to be easily understood by the targeted reader.

Q405: How should the language of a technical report be described?
A) Casual and colloquial
B) Simple, formal, and effective
C) Overly complex
D) Subjective and emotional
Correct Answer: B
Explanation: The language of a technical report should be simple, formal, impersonal, and effective.

Q406: What type of information does a technical report provide?
A) New and useful information
B) Only previously known facts
C) Personal anecdotes
D) Unsupported claims
Correct Answer: A
Explanation: A technical report contains new and useful information tailored for specific problems.

Q407: What is meant by a technical report being "tailor-made for a specific reader"?
A) It is designed to cater to the interests of any reader
B) It is written considering the specific needs and knowledge level of the intended audience
C) It focuses solely on technical jargon
D) It avoids any technical content
Correct Answer: B
Explanation: A technical report is crafted with

the specific needs and understanding of the intended audience in mind.

Q408: Why is it important for a technical report to follow a prescribed reporting format?
A) To make it look more complicated
B) To ensure consistency and reliability in presenting information
C) To confuse the reader
D) To reduce the length of the report
Correct Answer: B
Explanation: Following a prescribed format ensures consistency and reliability, making it easier for readers to navigate the report.

Q409: What does it mean for a technical report to be "capable of verification"?
A) The information presented cannot be checked
B) The data and facts can be confirmed through reliable sources
C) It is written based on assumptions
D) The report is purely fictional
Correct Answer: B
Explanation: A technical report must present data that can be verified through reliable sources.

Q410: What type of problems does a technical report typically address?
A) General and broad issues
B) Specific and limited problems
C) Abstract concepts
D) Philosophical questions
Correct Answer: B
Explanation: A technical report is focused on providing solutions to specific and limited problems.

Different types of technical reports:

Type of Technical Report	Description
1. Oral Reports	Oral presentations at seminars, symposiums, board meetings, or product launches.
2. Technical Articles	Original research articles, short notes, and digests in periodicals about science and technology, covering overviews, new techniques, analyses, etc.
3. Correspondence	Preliminary discussions initiated between generators and users of technologies.
4. Memorandum	Documents for internal communication, covering facts, policies, problems, solutions, and evaluations. Types include: - Informative - Directive - Records of meetings - Administrative
5. Proposals	Action-oriented reports detailing existing problems and future plans, including analyses of procedures, costs, and implementation methods.
6. Status Reports	Timely reports for a specific audience, breaking down overall subjects into component problems, with conclusions leading to future actions.
7. Action Reports	Indicate actions taken on policies or advice, including various sub-types such as design reports, instructional reports, and work orders.
8. Feasibility Reports	Discuss the practicality of new projects or products, including explanations of problems, criteria, analyses, and recommendations.
9. Manuals	Written guides for training, operating, assembling, or repairing machinery, classified into instructional,

	operational, procedural, service, training, and installation/maintenance.
10. Accomplishment Reports	Mediums for technical professionals to express their achievements, known by various names such as market surveys and design reports.
11. Information Reports	General reports for specific occasions, including booklets, brochures, prospectuses, press releases, and trade catalogues.

Q411: Which of the following is NOT typically considered a structural component of reports?
A) Title
B) Table of contents
C) Personal anecdotes
D) Abstract
Correct Answer: C
Explanation: Personal anecdotes are not considered a structural component of reports. The typical components include title, table of contents, abstract, introduction, main body, conclusions and recommendations, acknowledgements, bibliography, tables and illustrations, appendices, and index.

Q412: What is a review article primarily concerned with?
A) Personal opinions on a subject
B) An overview of developments in a specific subject area over a limited period
C) Fictional accounts of events
D) Informal summaries of research
Correct Answer: B
Explanation: A review article provides a comprehensive overview of developments in a subject area within a certain limited period, usually the preceding five years.

Q413: Which of the following best describes a review article's nature?
A) Only a collection of opinions
B) A comprehensive and authoritative written presentation
C) A brief summary of personal experiences
D) An informal discussion among peers
Correct Answer: B
Explanation: A review article is a comprehensive and authoritative presentation, often published in various academic formats, that summarizes the developments in a specific subject area.

Q414: What is one of the key roles of a review article in academic writing?
A) To express personal beliefs
B) To compile and critically assess experimental data
C) To provide an entertainment value
D) To confuse readers
Correct Answer: B
Explanation: A review article often compiles and critically assesses experimental data, presenting it in a standard reference form.

Q415: Which of the following qualities is essential for a good review writer?
A) A broad understanding of multiple unrelated subjects
B) Strong grasp and thorough knowledge of the subject
C) A preference for informal language
D) Limited insight into the field
Correct Answer: B
Explanation: A good review writer must possess a strong grasp and thorough knowledge of the subject to provide a credible and authoritative review.

Q416: What does the preparation of review articles prioritize?
A) The quantity of sources used
B) Careful selection of review writers
C) The length of the article
D) The use of complex jargon
Correct Answer: B
Explanation: The preparation of review articles prioritizes the careful selection of review writers who are subject specialists with deep knowledge and authority in their field.

Q417: How is a review article typically structured?
A) A random collection of topics
B) A comprehensive overview with various sections
C) A narrative story
D) An informal essay
Correct Answer: B
Explanation: Review articles are structured to provide a comprehensive overview, often containing sections that summarize findings and developments within the subject area.

Q418: What type of content can a review article contain?
A) Only previously published opinions
B) Descriptive bibliographies, speculative insights, and mathematical techniques
C) Fictional stories
D) Only experimental data
Correct Answer: B
Explanation: A review article can include descriptive bibliographies, speculative insights related to current controversies, and accounts of mathematical techniques.

Q419: What is meant by "didactic" in the context of review articles?
A) Written for experts only
B) Intended for beginners in the subject
C) A collection of personal opinions
D) Unrelated to the subject matter
Correct Answer: B
Explanation: "Didactic" in this context refers to review articles that are intended for beginners in the subject, explaining concepts clearly.

Q420: Which of the following statements is true about the role of a review writer?
A) They should avoid authority in their field
B) They should speak with authority derived from their proficiency in the field
C) They can write without any knowledge of the subject
D) They are not required to be good writers
Correct Answer: B
Explanation: A review writer should speak with authority derived from their proficiency in the field, ensuring the review is credible and informative.

Q421: What is a dissertation primarily concerned with?
A) Personal opinions and experiences
B) Formal presentation of results from comprehensive research
C) Fictional storytelling
D) Informal discussions
Correct Answer: B
Explanation: A dissertation is a formal presentation of results from comprehensive research undertaken on a chosen topic, demonstrating the student's research abilities.

Q422: How do the terms 'Dissertation' and 'Thesis' differ in usage between foreign universities and Indian universities?
A) They are entirely different concepts
B) Dissertation refers to postgraduate work in India, while thesis refers to independent research
C) They are used exclusively for undergraduate studies
D) There is no difference; they are used interchangeably
Correct Answer: B
Explanation: In India, a dissertation is part of postgraduate study, while a thesis is the outcome of independent research, whereas in some foreign universities, they are used synonymously.

Q423: What is the first step in preparing a dissertation ?
A) Writing the final draft
B) Initial discussion with classmates and faculty to ascertain the topic
C) Collecting data
D) Conducting experiments
Correct Answer: B
Explanation: The first step in preparing a dissertation involves discussions with classmates and faculty to ensure the chosen topic has not been previously addressed.

Q424: What should be included in the proposal for a dissertation?
A) Personal anecdotes
B) Outline of the topic, its importance, limitations, sources of information, and bibliography
C) Only a list of references
D) Fictional elements
Correct Answer: B
Explanation: The proposal should outline the topic, its importance, potential problems to solve, limitations, sources of information, contents, bibliography, and time schedules.

Q425: What is the role of an action plan in dissertation preparation?
A) To confuse the researcher
B) To incorporate instructions for executing various items in order of importance
C) To summarize previous research
D) To avoid gathering data
Correct Answer: B
Explanation: An action plan is worked out to incorporate basic instructions for executing various items in the dissertation preparation, sequenced by importance.

Q426: What should the main body of a dissertation present?
A) Personal beliefs and opinions
B) Arguments based on research results, discoveries, or analyses
C) Random anecdotes
D) Unrelated topics
Correct Answer: B
Explanation: The main body of the dissertation should present arguments based on the results of exploration, discoveries, experiments, analyses, or synthesis related to the research.

Q427: What is the purpose of peer evaluation in the dissertation process?
A) To promote competition among students
B) To provide feedback and improve the quality of the dissertation
C) To finalize the dissertation without revisions
D) To discourage collaboration
Correct Answer: B
Explanation: Peer evaluation is conducted to provide feedback, which helps improve the quality of the dissertation before the final draft is prepared.

Q428: Which of the following is an essential aspect to keep in mind while gathering data for a dissertation?
A) Collecting data randomly
B) Following the guidelines mentioned in Appendix 4
C) Ignoring previous studies
D) Writing informally
Correct Answer: B
Explanation: that there are specific points to consider while gathering data, which are referenced in Appendix 4.

Q429: What comes after the preparation of the first draft in dissertation writing?
A) Submission of the final draft
B) Checking and re-checking the draft before peer evaluation
C) Ignoring feedback
D) Publishing without edits
Correct Answer: B
Explanation: After the first draft is prepared, it should be checked and re-checked before being sent for peer evaluation.

Q430: In what form is the dissertation ultimately presented?
A) Only verbally
B) In an acceptable formal written format
C) As a series of emails
D) As a video presentation
Correct Answer: B
Explanation: The dissertation must be presented in an acceptable formal written format, demonstrating the student's research abilities.

Key aspects of dissertations

Aspect of Dissertations	**Description**

Definition	A formal presentation of comprehensive research results on a chosen topic, showcasing a student's ability to use research procedures and organize information effectively.
Terminology	In foreign universities, "dissertation" and "thesis" are synonymous. In India, a dissertation is part of postgraduate studies, while a thesis is an independent research outcome.
Topic Selection	Students choose their own topics; initial discussions with classmates, research scholars, and faculty are essential to ensure originality.
Literature Review	A preliminary survey of existing literature is conducted to assess the potential for original contributions to knowledge in the chosen area.
Proposal Preparation	A proposal is prepared outlining: - Topic and importance - Major problems to be addressed - Limitations of the investigation - Sources of information - Content and bibliography - Time-schedules - Hypotheses to verify
Action Plan	Incorporates instructions for executing various items in order of importance.
Data Collection and Organization	Data is collected, collated, interpreted, and organized into sections: introduction, main body, and conclusions. Points to consider while gathering data are detailed in Appendix 4.
Draft Preparation	- A basic draft is prepared and checked. - A first draft includes tables, illustrations, and references. - The first draft is sent for peer evaluation to faculty or external experts. - A final draft is prepared for submission.
Main Body Presentation	The main body presents arguments based on research results from exploration, discoveries, experiments, analysis, or synthesis, leading to the conclusions.

Q431: What is the primary purpose of in-house bulletins?
A) To entertain staff
B) To disseminate news and activities of an organization
C) To provide personal opinions of the staff
D) To serve as a financial report
Correct Answer: B
Explanation: In-house bulletins serve as a medium for disseminating news and activities relevant to the organization for the benefit of its staff and the public.

Q432: Which of the following is NOT a type of in-house bulletin mentioned?
A) Socio-cultural
B) Technical
C) Financial
D) Hybrid
Correct Answer: C
Explanation: three types of in-house bulletins: socio-cultural, technical, and hybrid.

Q433: What type of information is typically found in socio-cultural bulletins?
A) Scientific data and technical reports
B) News about cultural and social activities, and human interest stories
C) Financial statistics and budgets
D) Historical accounts of the organization
Correct Answer: B
Explanation: Socio-cultural bulletins focus on

general news, including cultural, sports, and social activities, and human interest stories.

Q434: What is a characteristic of technical bulletins?
A) They include general news and human interest stories.
B) They are written in a narrative style.
C) They report on developments related to science and technology.
D) They focus exclusively on personal stories of staff members.
Correct Answer: C
Explanation: Technical bulletins specifically report events and developments related to science and technology.

Q435: How do hybrid bulletins differ from other types of in-house bulletins?
A) They contain only technical information.
B) They combine technical news with socio-cultural activities and organizational policies.
C) They are intended for public distribution only.
D) They focus solely on financial information.
Correct Answer: B
Explanation: Hybrid bulletins are a blend of news about organizational policies and programs, technical news, and socio-cultural activities.

Q436: What is a notable feature of in-house bulletins regarding their pricing?
A) They are always free of charge.
B) They are not priced, but technical bulletins may have a nominal cost.
C) They are sold at a high price to limit distribution.
D) They are priced based on the number of pages.
Correct Answer: B
Explanation: In-house bulletins generally are not priced; however, technical bulletins may be supplied at a nominal cost to restrict their use to actual users.

Q437: How many pages do in-house bulletins typically contain per issue?
A) 2 to 4 pages
B) 8 to 40 pages
C) 50 to 60 pages
D) 100 pages
Correct Answer: B
Explanation: In-house bulletins generally carry 8, 16, or 24 pages per issue, and in some cases, they may contain up to 40 pages.

Q438: What is the aim of in-house bulletins in relation to the public's intellectual curiosity?
A) To provide entertainment
B) To stimulate interest in the activities and events of the organization
C) To promote personal agendas
D) To discourage participation
Correct Answer: B
Explanation: The basic aim of any in-house bulletin is to stimulate the intellectual curiosity of the public regarding the activities and events of the organization.

Q439: Which of the following is a function of in-house bulletins?
A) To reduce organizational transparency
B) To publicize accomplishments and educate about scientific advancements
C) To provide financial advice
D) To restrict information flow
Correct Answer: B
Explanation: In-house bulletins help publicize the accomplishments of an organization and its employees and educate the public about new scientific and technical achievements.

Q440: How do in-house bulletins contribute to establishing links among different stakeholders?
A) By isolating departments
B) By creating connections among specialists, policy-makers, industrialists, and financial agencies
C) By limiting information to specific teams
D) By focusing solely on internal communication
Correct Answer: B
Explanation: In-house bulletins help create linkages among specialists, policy-makers, industrialists, and financial agencies, enhancing communication and collaboration.

Q441: What are short communications in research?
A) Detailed research articles
B) Brief reports on topical interest or novel discoveries
C) Literature reviews
D) Personal opinion pieces
Correct Answer: B
Explanation: Short communications are concise reports that typically present work of topical interest or novel discoveries in a manner that stimulates further research.

Q442: Where are short communications generally published?
A) Magazines
B) Primary research periodicals
C) Newspapers
D) Blogs
Correct Answer: B
Explanation: Short communications are generally published in primary research periodicals that focus on original research contributions.

Q443: Which of the following is NOT typically included in short communications?
A) Title
B) Brief abstract
C) Extensive literature review
D) Reference to previous work
Correct Answer: C
Explanation: Short communications do not include an extensive literature review; they focus on the present work and its relevance.

Q444: What is a key feature of the content reported in short communications?
A) It includes personal experiences of the authors.
B) It highlights novelty in procedures, techniques, or apparatus designs.
C) It provides detailed theoretical discussions.
D) It focuses solely on case studies.
Correct Answer: B
Explanation: Short communications often report on novel procedures, techniques, and designs that may stimulate further research.

Q445: How long should short communications typically be?
A) 5-10 printed pages
B) 3-4 printed pages
C) 1-2 printed pages
D) 10-20 printed pages
Correct Answer: C
Explanation: Short communications are generally concise and should not exceed 1-2 printed pages in length.

Q446: What type of information is usually derived from "Laboratory Notebooks" for short communications?
A) Marketing strategies
B) Data related to the research work
C) Historical context
D) Personal opinions
Correct Answer: B
Explanation: Short communications are prepared using data from the "Laboratory Notebooks" maintained during the research work.

Q447: Which of the following components supports the text in short communications?
A) Abstracts only
B) Tables and illustrations
C) Extensive references
D) Personal anecdotes
Correct Answer: B
Explanation: The text in short communications is supported by tables and illustrations wherever appropriate to enhance clarity and understanding.

Q448: What is the primary aim of publishing short communications?
A) To entertain the readers
B) To bring new research findings to the attention of other researchers quickly
C) To promote the authors' other works
D) To summarize existing research
Correct Answer: B
Explanation: Short communications aim to report research findings expeditiously, stimulating other research workers in the field.

UNIT 12

The Editor

Q449: What is the primary role of an editor in the publishing process?
A) To write the content
B) To shape the manuscript for publication
C) To market the book
D) To conduct research
Correct Answer: B
Explanation: The editor is responsible for shaping the manuscript for publication, ensuring clarity and adherence to style guidelines.

Q450: Which of the following tasks may merge between the writer and editor during the manuscript revision process?
A) Formatting
B) Planning and organizing the style and layout
C) Proofreading for errors
D) Final publication decisions
Correct Answer: B
Explanation: During the revision of manuscripts, the tasks of planning and organizing the style and layout may merge between the writer and editor.

Q451: What is "copy editing"?
A) Adding creative elements to the text
B) Marking manuscripts for correctness in grammar, punctuation, and layout
C) Writing original content
D) Selecting manuscripts for publication
Correct Answer: B
Explanation: Copy editing involves marking manuscripts for correctness in grammar, punctuation, headings, paragraphing, and layout.

Q452: In addition to editing, what other roles do newspaper editors have?
A) Writing all articles
B) Guiding writers and handling various responsibilities related to news production
C) Solely focusing on the layout of the newspaper
D) Conducting interviews with public figures
Correct Answer: B
Explanation: Newspaper editors guide writers and have multiple responsibilities, including editing, overseeing production, and ensuring the quality of the news content.

Q453: What is the role of an editor-in-chief?
A) To write all content
B) To supervise all editorial functions and policies
C) To focus solely on marketing
D) To work independently from other editors
Correct Answer: B
Explanation: The editor-in-chief is responsible for overseeing all editorial functions and policies within a publishing organization.

Q454: How do editors contribute to shaping a nation's literary tastes?
A) By promoting only popular authors
B) By selecting manuscripts for publication and promoting diverse talents
C) By writing textbooks exclusively
D) By avoiding interaction with authors
Correct Answer: B
Explanation: Editors help shape literary tastes by selecting diverse manuscripts for publication and promoting lesser-known talents.

Q455: What type of editor is specifically involved in overseeing the production of educational texts in an Open University system?
A) A course editor
B) A marketing editor
C) A content writer
D) A copy editor
Correct Answer: A
Explanation: In an Open University system, a course editor is responsible for guiding the production of educational texts and ensuring their quality.

Q456: Which skills are essential for an editor in the publishing industry?
A) Diplomacy and management of human resources
B) Solely writing skills

C) Advanced mathematics
D) Technical programming
Correct Answer: A
Explanation: Editors need to be diplomats and managers of human resources to collaborate effectively with authors, reviewers, advertisers, and other stakeholders.

Q457: What tools do authors increasingly use for editing manuscripts?
A) Manual typewriters
B) Computer software and laser printers
C) Only printed dictionaries
D) None, they rely solely on editors
Correct Answer: B
Explanation: Authors are increasingly using computer software for editing and laser printers to prepare manuscripts for printing.

Essential qualities and skills an editor should possess:

1. **Subject Expert**
2. **Skilled in Copy Editing**
3. **Skilled in Proofreading**
4. **Skilled in Typesetting and Printing**
5. **Able to Advise Writers** on how to reorganize and rewrite weak portions of the text.
6. **Able to Repair Faulty Printing Press Machinery**
7. **Manager of Men and Resources**
8. **Knowledgeable in the Legal Aspects of Publishing**
9. **Responsible for Public Morals**
10. **Responsible for the Quality of the Published Book**
11. **Good Salesperson**
12. **Very Well-Read Person**
13. **Able to Manage the Company's Accounts**
14. **Good Administrator**
15. **Marketing Expert**

Q458: Which of the following is NOT one of the responsibilities of an editor?
A) Acquisition of manuscripts
B) Assessment of manuscripts
C) Writing all content for publication
D) Processing manuscripts
Correct Answer: C
Explanation: The editor does not write all content but is responsible for acquiring, assessing, and processing manuscripts.

Q459: What factors influence the editorial functions of an editor?
A) The popularity of the author
B) The type of text and the intended audience
C) The time of year
D) The number of illustrations
Correct Answer: B
Explanation: The editor's functions are influenced by the kind of text being edited and the intended audience, such as learned individuals, students, or laypersons.

Q460: What is a key aspect that an editor must consider regarding the market potential of a manuscript?
A) The author's reputation
B) The manuscript's audience reach and pricing
C) The length of the manuscript
D) The formatting style used
Correct Answer: B
Explanation: An editor must consider how wide an audience the manuscript will reach, its pricing, and whether it addresses a market need.

Q461: Why is the speed of publication especially important in science and technical disciplines?
A) Because they need more illustrations
B) Because the information quickly becomes outdated
C) Because there are fewer manuscripts
D) Because they require longer editing processes
Correct Answer: B
Explanation: In science and technical fields,

information can quickly become outdated, making it essential to publish texts promptly.

Q462: What does the editor need to verify about a manuscript?
A) The author's credentials
B) That it is an original contribution and self-contained
C) That it has a famous publisher
D) That it is easy to read
Correct Answer: B
Explanation: The editor must ensure that the manuscript is an original contribution and is comprehensive and self-contained.

Q463: What must an editor be aware of to avoid copyright issues?
A) The author's previous works
B) Other publications in the field and copyright laws
C) The sales trends of similar books
D) The target audience's preferences
Correct Answer: B
Explanation: An editor needs to be aware of existing publications and copyright laws to avoid infringing on others' work.

Q464: What is a crucial part of the editor's role during the processing of manuscripts?
A) Creating the illustrations
B) Substantive editing, style editing, and copy editing
C) Marketing the book
D) Organizing book tours
Correct Answer: B
Explanation: The editor is responsible for substantive editing, style editing, and copy editing to prepare manuscripts for publication.

Q465: Which case is mentioned as an example of the editor needing to be aware of potential censorship issues?
A) The J.K. Rowling controversy
B) The Salman Rushdie case
C) The Stephen King releases
D) The Harry Potter series

Correct Answer: B
Explanation: The Salman Rushdie case is cited as an example of the need for editors to be aware of potential censorship by the government or public bias.

Various editorial concepts:

Term	Definition
Copy Editing	Placing instructions in code on the manuscript for the printer: indication of typeface, italics, capitalization, order and relative importance of headings, etc.
Copyright	Legal measure which secures for a limited time the exclusive right to authors and inventors to their writings and discoveries.
Cybernetics	Study of mechanical-electrical communication systems such as computing systems.
Genetics	The branch of biology dealing with heredity.
Linguistic Features	Phonetics (sounds), syntax (grammar), and lexis (vocabulary) of a language.
Style Editing	Consistent use of the mechanics of writing following approved conventions (e.g., use of any particular system of abbreviations, symbols, numbers, punctuation, spelling - American or English).
Style Manual	A text that guides the editor's decisions on punctuation, use of numbers, abbreviations, and other mechanics to achieve consistency of presentation in a manuscript.
Substantive Editing	Substantial changes advised or made by an editor to improve the language and presentation of a text, making it more interesting and easier to read.

UNIT 13

Technical Editing and Editing Tools

Q466: What is the primary responsibility of a writer in science and technical literature regarding their manuscript?
A) To publish without evaluation
B) To know how their manuscript will be evaluated
C) To only seek the opinion of the editor
D) To ensure their manuscript is lengthy
Correct Answer: B
Explanation: A writer in science and technical literature should understand how their manuscript will be evaluated before it is accepted for publication.

Q467: What is the first action an editor takes upon receiving a manuscript?
A) Sends it for immediate publication
B) Reads it carefully to assess its relevance
C) Publishes it online
D) Discusses it with other editors
Correct Answer: B
Explanation: The editor's first step is to carefully read the manuscript to determine its relevance to the publishing house.

Q468: What criteria does the editor check to evaluate a manuscript?
A) Length and complexity
B) Content suitability, originality, and market value
C) The author's popularity
D) The publisher's past success
Correct Answer: B
Explanation: The editor evaluates the manuscript based on its content suitability, originality, and market value among other factors.

Q469: How many referees are typically required for a fair peer review?
A) One
B) Three
C) Five
D) Ten
Correct Answer: B
Explanation: A minimum of three referees is essential for a fair review process.

Q470: What do reviewers provide to help improve the author's manuscript?
A) Financial support for publishing
B) Useful criticism and specific directions
C) Promotion in their own works
D) Additional research funding
Correct Answer: B
Explanation: Reviewers offer useful criticism and specific directions to help the author improve and clarify their presentation.

Q471: What happens if the reviewers suggest modifications to the manuscript?
A) The manuscript is automatically accepted
B) The editor communicates these comments to the author
C) The manuscript is rejected without review
D) The reviewers publish their own version
Correct Answer: B
Explanation: If modifications are suggested, the editor passes these comments to the author for consideration.

Q472: What is one reason a manuscript may be rejected by the reviewers?
A) It is too long
B) It has an engaging writing style
C) There are serious errors or fundamental misconceptions
D) It is poorly marketed
Correct Answer: C
Explanation: A manuscript can be rejected for serious errors, incomplete studies, or fundamental misconceptions in terminology and methodology.

Q473: How does the peer review process ensure unbiased evaluations?
A) By involving only senior editors
B) By anonymizing the identities of authors and reviewers
C) By allowing authors to choose their reviewers
D) By publicizing reviews online
Correct Answer: B
Explanation: The identities of authors and reviewers are anonymized to ensure unbiased appraisals during the review process.

Q474: What is a new suggestion for ensuring accountability in the peer review process?
A) Making reviewers public
B) Allowing authors to respond to reviewer criticisms
C) Eliminating anonymity
D) Reducing the number of reviewers
Correct Answer: B
Explanation: It is suggested that authors be given the opportunity to respond to criticisms made by reviewers to ensure accountability.

Q475: Before submitting a manuscript to a publisher, where is it usually evaluated?
A) By the general public
B) Within the institution or organization where the author works
C) At a conference
D) By external reviewers only
Correct Answer: B
Explanation: Manuscripts are typically evaluated within the author's institution or organization before being submitted to the publisher.

Q476: When can copy editing be performed on a manuscript?
A) Before content editing
B) After the manuscript has been edited for content, presentation, and structure
C) During the initial drafting phase
D) Only after the manuscript is published
Correct Answer: B
Explanation: Copy editing can only occur after the manuscript has undergone content editing for presentation and structure.

Q477: What is the primary goal of copy editing?
A) To change the manuscript's content
B) To ensure consistency throughout the work
C) To reduce the manuscript's length
D) To add new sections to the manuscript
Correct Answer: B
Explanation: The main goal of copy editing is to ensure consistency in various aspects of the manuscript.

Q478: Which of the following is NOT a responsibility of a copy editor?
A) Checking grammar and punctuation
B) Ensuring consistency in references and footnotes
C) Conducting original research for the manuscript
D) Proofreading and copy correction
Correct Answer: C
Explanation: A copy editor does not conduct original research; their role is focused on editing and ensuring consistency.

Q479: What is a common style manual mentioned ?
A) APA Style Guide
B) Chicago Manual of Style, 13th edition
C) MLA Handbook
D) Harvard Referencing System
Correct Answer: B
Explanation: The best-known style manual mentioned is the Chicago Manual of Style, specifically the 13th edition.

Q480: What should a writer provide to assist the copy editor?
A) A handwritten manuscript
B) A clean copy for the printer
C) A draft with numerous corrections
D) An incomplete manuscript
Correct Answer: B
Explanation: A writer should provide a clean copy for the printer to facilitate the copy editing process.

Q481: Which of the following elements should a writer check before submitting their manuscript for copy editing?
A) Only grammar and punctuation
B) Organization, correctness, completeness, and style
C) Length of the manuscript
D) Number of images included
Correct Answer: B
Explanation: The writer should check various elements including organization, correctness, completeness, and style before submission.

Q482: What is the consequence of making changes at the proofreading stage?
A) It speeds up the publication process
B) It may cause delays and incur extra costs
C) It guarantees the manuscript's acceptance
D) It improves the manuscript's content
Correct Answer: B
Explanation: Making changes during the proofreading stage can lead to delays and increased costs in the publication process.

Q483: Why is it important for a manuscript to be clean before printing?
A) To make it visually appealing
B) To make typesetting easy, quick, and less expensive
C) To impress the editor
D) To allow for more complex layouts
Correct Answer: B
Explanation: A clean manuscript helps ensure that typesetting is easy, quick, and cost-effective.

Q484: What should the editor provide once the manuscript is ready for printing?
A) An overview of the manuscript
B) A schedule for proofreading galleys and page proofs
C) A marketing plan
D) A list of potential reviewers
Correct Answer: B
Explanation: The editor should give a schedule for proofreading galleys and page proofs when the manuscript is ready for printing.

Q485: In which type of books is numbering generally not done?
A) Novels
B) Encyclopedias and dictionaries
C) Textbooks
D) Academic journals
Correct Answer: B
Explanation: Numbering is not typically used in books of general interest like encyclopedias and dictionaries, which are arranged in alphabetical order.

Q486: How many levels of subdivision should the text not exceed?
A) Two levels
B) Four levels
C) Three levels
D) Five levels
Correct Answer: B
Explanation: The subdivision of text should not go beyond four levels to maintain clarity.

Q487: What is required for illustrations such as drawings and charts?
A) They can be randomly placed on the page
B) They must follow a uniform format and be drawn to scale
C) They do not need titles or numbers
D) Their sources can be mentioned briefly
Correct Answer: B
Explanation: Illustrations must follow a uniform format and be drawn to scale to ensure consistency and accuracy.

Q488: What must illustrations include?
A) A brief description only
B) Titles and numbers
C) Detailed explanations
D) A summary of the content
Correct Answer: B
Explanation: Illustrations must bear titles and numbers for clear identification.

Q489: How should references be provided in a manuscript?
A) Only at the end of the manuscript

B) In the text, using footnotes, notes, or references
C) As a footnote for every sentence
D) They are not necessary
Correct Answer: B
Explanation: Authors may provide references in the text using footnotes, notes, or references, depending on the nature of the material.

Q490: What should editors ensure regarding quotations?
A) They should be lengthy
B) Copyright permission has been received for substantial quotes
C) They should always be included
D) They should come from famous authors only
Correct Answer: B
Explanation: Editors must ensure that copyright permission is obtained for substantial quotations or for copied illustrations.

Q491: Which punctuation marks are less frequently required in Indian languages compared to English?
A) Commas and periods
B) Semicolons, dashes, and colons
C) Question marks and exclamation points
D) Parentheses
Correct Answer: B
Explanation: Indian languages require fewer punctuation marks, such as semicolons, dashes, and colons, which may seem like imitation.

Q492: Why are punctuation marks used in writing?
A) To make the text longer
B) To add color to the writing
C) To avoid ambiguity and add meaningful expression
D) To confuse the reader
Correct Answer: C
Explanation: Punctuation marks are used to avoid ambiguity and to provide meaningful expression that words alone may not convey.

Q493: What should authors do with foreign words or abbreviations in scientific writing?
A) Use them without explanation
B) Explain them descriptively in parentheses or provide Indian equivalents
C) Ignore them completely
D) Change them to English equivalents
Correct Answer: B
Explanation: Authors should explain foreign words descriptively in parentheses or provide Indian equivalents for clarity.

UNIT 14

Editorial tools: dictionaries, style manuals, standard specifications, etc.

Q494: What is the primary use of a dictionary?
A) To provide grammatical rules
B) To find meanings of words
C) To provide information about authors
D) To give writing tips
Correct Answer: B
Explanation: The dictionary is primarily used for finding the meanings of words, although it contains much more information.

Q495: What are the two basic types of dictionaries mentioned?
A) Online and offline
B) Monolingual and bilingual
C) Comprehensive and concise
D) General and specific
Correct Answer: B
Explanation: Dictionaries are categorized into monolingual (one language) and bilingual (two languages), with some being trilingual.

Q496: Which of the following is an example of a bilingual dictionary?
A) Brown's English - Telugu Dictionary
B) Concise Oxford Dictionary
C) Dictionary of Chemistry
D) Roget's Thesaurus

Correct Answer: A
Explanation: Brown's English - Telugu Dictionary is an example of a bilingual dictionary.

Q497: What type of dictionaries are subject-specific?
A) Dictionary of Linguistics, Dictionary of Chemistry
B) Concise Oxford Dictionary
C) Dictionary of Synonyms
D) English - Hindi Dictionary
Correct Answer: A
Explanation: Subject-specific dictionaries provide definitions and information relevant to particular fields, such as linguistics or chemistry.

Q498: What is the purpose of semantic dictionaries?
A) To provide definitions of scientific terms
B) To offer translations between languages
C) To cater to specific needs, such as synonyms and antonyms
D) To explain grammatical structures
Correct Answer: C
Explanation: Semantic dictionaries like Roget's Thesaurus focus on providing synonyms and antonyms, catering to specific linguistic needs.

Q499: Why is it important for an editor to consult various dictionaries?
A) To check the popularity of the words
B) To ensure the manuscript is longer
C) To resolve doubts regarding specific subjects
D) To avoid using dictionaries altogether
Correct Answer: C
Explanation: An editor must consult various dictionaries to resolve doubts about meanings and usage related to specific subjects.

Q500: What kind of information can a good English dictionary provide?
A) Only definitions
B) Several kinds of information, including meanings and usage
C) Only pronunciation
D) Only synonyms
Correct Answer: B
Explanation: A good English dictionary offers various kinds of information, including meanings, usage, pronunciation, and more.

Q501: What does the term "publication style" refer to?
A) The marketing strategies for publications
B) The conventions in word choice, spelling, capitalization, and presentation
C) The legal requirements for publishing
D) The visual design of publication covers
Correct Answer: B
Explanation: Publication style encompasses conventions such as word choice, spelling, capitalization, symbols, and the presentation of numerical data characteristic of a publication.

Q502: Which style manual is specifically mentioned as dealing with the discipline of Medicine?
A) Chicago Manual of Style
B) Medical Style and Format
C) IGNOU Style Sheet
D) Chandra and Saxena's Style Manual
Correct Answer: B
Explanation: "Medical Style and Format" by Edward J Huth is mentioned as a style manual that deals specifically with the discipline of Medicine.

Q503: What does the IGNOU style sheet recommend regarding the use of single digits in a sentence?
A) Single digits should not be used except for comparative purposes or specific markers
B) Single digits should always be used
C) Single digits can be used at any time
D) Single digits should always be written in words
Correct Answer: A
Explanation: The IGNOU style sheet states that single digits should not be used in a sentence except for comparative purposes, with specific exceptions mentioned.

Q504: How should a sentence that begins with a numeral be formatted according to the style manual?

A) Use the numeral at the beginning of the sentence
B) Rewrite the sentence to start with a word instead of a numeral
C) Use an acronym at the beginning
D) Begin the sentence with a symbol
Correct Answer: B
Explanation: The style manual advises against starting a sentence with a numeral or an acronym, requiring a rephrasing of the sentence instead.

Q505: What is the correct way to write the date according to the IGNOU style sheet?
A) 1985 September 20
B) 20 Sept. 1985
C) 20th of September, 1985
D) September 20, 1985
Correct Answer: B
Explanation: The IGNOU style sheet specifies that the date should be written as "20 Sept. 1985."

Q506: Which organizations are mentioned as setting standards for technical information and measurements?
A) American Psychological Association and Indian Medical Association
B) International Organization for Standardization and Bureau of Indian Standards
C) National Library of Medicine and American Library Association
D) World Health Organization and Indian Council of Medical Research
Correct Answer: B
Explanation: the International Organization for Standardization and the Bureau of Indian Standards as important organizations that set standards.

Q507: How does the style manual add value to the presentation of material?
A) By increasing the publication costs
B) By making the material longer
C) By adding grace and distinctiveness to the text
D) By simplifying the content
Correct Answer: C
Explanation: The style manual helps present material in a readily understandable format, which adds grace and distinctiveness to the text.

Q508: What is noted about the presentation of materials in Indian publications compared to English?
A) Indian publications are more uniform
B) There is often a lack of uniformity in presentation
C) Indian publications do not require style manuals
D) English publications have fewer guidelines
Correct Answer: B
Explanation: A lack of uniformity in the presentation of materials in Indian publications compared to similar ones in English.